



**Franklin City Council Agenda
January 8, 2024
Council Chambers
207 West Second Avenue
Franklin, Virginia 23851**

6:00 P.M.

Work session with the Department of Historic Resources regarding Historic Preservation.

7:00 P.M.

Regular Meeting

CALL TO ORDER. MAYOR ROBERT L. CUTCHINS
PLEASE TURN OFF CELL PHONES. MAYOR ROBERT L. CUTCHINS
PLEDGE OF ALLEGIANCE
CITIZEN'S TIME
AMENDMENTS TO AGENDA

1. CONSENT AGENDA:

A. Approval of December 11, 2023 minutes and December 14, 2023 Joint Session minutes

2. FINANCIAL MATTERS

- A. Budget Amendment 2024-10
- B. Continuing Tax Disclosure Policy

3. OLD/ NEW BUSINESS:

- A. Franklin City School Board – Ward 6 Nomination Public Hearing
- B. Laurel Street Community Development Block Grant Scope Change Public Hearing
- C. City Manager’s Report

4. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS

5. CLOSED SESSION

I move that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. discussion of appointments to boards and commissions, and discussion of performance of employees of the public body to discuss the following subject or subjects:, Franklin Redevelopment and Housing Authority, Industrial Development Authority, HRPDC Community Advisory Committee, Board of Zoning Appeals, Southview Cemetery Advisory Committee, Historic Preservation Commission, Beautification Commission.

6. ADJOURNMENT



*Office of the City Manager
Amanda C. Jarratt*

January 4, 2024

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Historic Preservation Work Session

Background Information

The City of Franklin has had a Historic Preservation Ordinance in place for several years however, it has been years since a Historic Preservation Commission has been in place. Attached for your review is the Historic Preservation Ordinance currently in place. Aubrey Vonlindern with the Department of Historic Resources will be virtually present to discuss existing programs with you all.

Needed Action

Provide direction to staff.



ARTICLE XXIA Historic Preservation Ordinance

[Added 10-23-2006]

§ 21A.1 Purpose.

§ 21A.2 Creation of Franklin Historic Preservation Commission.

§ 21A.3 Statement of powers and authority.

§ 21A.4 Commission membership and procedures.

§ 21A.5 Historic overlay zoning.

§ 21A.6 COA procedure.

§ 21A.7 Exceptions following a disaster or in a state of emergency.

§ 21A.8 Appeals.

§ 21A.1 Purpose.

The primary purpose of this ordinance is to provide for the protection of historic and architectural areas in the City of Franklin in the interest of improving the public health, safety, convenience and welfare of its citizens. Specifically, the ordinance seeks to.

(1)

Identify and encourage the protection of historic landmarks, historic areas, and areas of unique architectural value;

(2)

Encourage revitalization of historic and architectural areas;

(3)

Encourage development and construction of new buildings which are compatible with the existing scale and character of surrounding historic and architectural areas;

(4)

Prevent the intrusion of adverse environmental influences in historic and architectural areas;

(5)

Encourage a diversity of architectural style, including contemporary architectural expression;

(6)

Maintain and improve property values by

a.

Providing incentives for the upkeep, rehabilitation and restoration of older structures in a safe and healthful manner, and

b.

Encouraging development that will lead to the continuance, conservation and improvement of the city's historic, cultural, and architectural resources and institutions within their settings;

(7)

Promote tourism, enhance business and industry, and promote an enhanced quality of life within the city through protection of historic, cultural, and archaeological resources.

§ 21A.2 Creation of Franklin Historic Preservation Commission.

This ordinance hereby establishes the Franklin Historic Preservation Commission, hereinafter referred to as the Commission. The Commission shall administer the provisions of this ordinance.

§ 21A.3 Statement of powers and authority.

(a)

The jurisdiction of the Commission is, in general, the city limits of the City of Franklin. The jurisdiction of the Commission for the recommendation of properties to be designated historic is the city limits of City of Franklin. The jurisdiction of the Commission for the review of proposed alteration to buildings, new construction, and demolition is the individual properties and areas that have been designated by the City of Franklin as Historic Landmarks and Historic Overlay Zoning Districts.

(b)

It shall be the duty of the Commission to:

(1)

Undertake surveys of local heritage resources;

(2)

Recommend to the Planning Commission individual structures, buildings, sites, areas or objects to be designated by ordinance as Historic Landmarks and recommend to the Planning Commission districts to be designated by ordinance as Historic Overlay Zoning Districts;

(3)

Recommend to the Planning Commission designation of individual structures, buildings, sites, areas or objects as Historic Landmarks be revoked or removed for cause and recommend to the Planning Commission that designation of any areas as Historic Overlay Zoning Districts or part thereof be revoked or removed for cause;

(4)

Review and approve or deny applications regarding construction, reconstruction, alteration or restoration of buildings or structures, including signs, that have either been designated as Historic Landmarks or that are located in a designated Historic Overlay Zoning District; and

(5)

Review and approve or deny applications to raze, demolish, or move Historic Landmarks or buildings or structures in a designated Historic Overlay Zoning District.

§ 21A.4 Commission membership and procedures.

(a)

Seven (7) members shall compose the Commission. No members shall concurrently hold any other municipal office. All members of the Commission shall:

(1)

Have demonstrated their general knowledge of the community and concern for the welfare of the total community and its citizens; and

(2)

Have a demonstrated interest in, competence for, and/or knowledge of historic preservation and construction methods.

(b)

Membership shall include the following:

(1)

At least one design professional, preferably a state-licensed architect;

(2)

At least one state-licensed realtor;

(3)

At least one licensed class A contractor

(4)

At least two residents or owners of property with Historic Overlay Zoning, including at least one owner or resident of the residential section and at least one owner or tenant of the business section; and

(5)

At least one individual at large.

(c)

Members shall be residents of the City of Franklin. They shall represent each ward of the city, unless qualified candidates are not found within each ward.

(d)

Members shall serve without compensation except for reimbursement for authorized expenses attendant to the performance of their duties.

(e)

The term of office for members of the Commission shall be as follows:

Seats 1, 2, and 3: terms expire in 2009 and in every subsequent third year (in 2012, 2015, 2018, and so on);

Seats 4 and 5: terms expire in 2010 and in every subsequent third year (in 2013, 2016, 2019, and so on);

Seats 6 and 7: terms expire in 2011 and in every subsequent third year (in 2014, 2017, 2020, and so on).

All terms shall expire on June 30 of the calendar year in which the expiration falls.

(f)

New members shall assume their duties at the first regular meeting after the later of these two events: the new member's appointment or the expiration of the term of the previous member. Each member shall serve until his successor is appointed and installed. The City Council shall act promptly to make appointments in order to avoid vacant seats and the continued service of members with expired terms.

(g)

Any vacancy, whether created by removal for cause or by a member's resignation, shall be filled for the unexpired term as soon as may reasonably be accomplished by the Mayor and City Council in the same manner as the original appointment. Any appointed member of the Commission may be removed by the Council without cause.

(h)

The Commission shall organize itself, electing by majority vote at the first meeting of each calendar year a Chairperson and Vice-Chairperson from among its members. If a vacancy occurs in either office prior to the expiration of the full term, another election following the same procedure shall be conducted at the first meeting thereafter to fill the remainder of the office. The chairperson shall conduct the meetings of the Commission.

(i)

A staff member of the City of Franklin Department of Community Development shall serve as Secretary of the Commission. The Secretary shall keep the minutes of the meetings and a permanent record of all resolutions, motions, transactions, and determinations.

(j)

Each member of the Commission shall be entitled to one vote on any question before the Commission, and the decisions of the Commission shall be determined by a majority vote of members present. A quorum of four voting members present is required before the review board may take any official action. Motions on which there is a tied vote shall be regarded as defeated.

(k)

Meetings of the Commission shall be held monthly when there is business, at least bi-monthly regardless of business, at the call of the Chairperson, and at such other times as the Commission may determine.

(1)

The Commission shall adopt rules of procedure at the first meeting of each calendar year.

(2)

The Commission shall keep minutes of its proceedings, showing the vote of each member upon each question.

(3)

Robert's Rules of Order shall govern the conduct of meetings, except as otherwise provided by the Commission.

(4)

Four (4) members of the Commission shall constitute a quorum for conducting business.

(l)

Potential conflicts of interest are governed by Title 2.2, Chapter 31 of the Code of Virginia. Members disqualified from hearing an application who remain present at the meeting, however, shall be counted as present in the quorum.

§ 21A.5 Historic overlay zoning.

(a)

Designation. The Commission shall review designation reports for Historic Landmarks and for Historic Overlay Districts and make recommendation to the Planning Commission to initiate an amendment to the Zoning ordinance. Proposed designations shall follow the same procedure for adoption as other changes and amendments to the zoning ordinance, as outlined in Article XXVIII.

(b)

Certificate of Appropriateness (COA) required for alterations. No building or structure, including signs, designated as a Historic Landmark or within any Historic Overlay District shall be erected or the exterior reconstructed, altered or restored unless and until an application for a COA shall have been approved by the Commission or, on appeal, by the governing body of the locality. A COA shall be issued if the application demonstrates that the proposed work will be architecturally compatible with the historic landmarks, buildings, or structures in the Historic Overlay District as defined by the guidelines for Historic Overlay Zoning Districts adopted by the City Council. A building permit shall not be issued for work within the Historic Overlay Zoning District without a valid COA for the same work; any building permit not issued in conformance with this ordinance shall be considered void.

(c)

COA required for demolition or moving Historic Landmarks or buildings or structures with Historic Overlay Zoning. No buildings or structures set forth as Historic Landmarks pursuant to this ordinance in § 29.05(d)(1), or buildings or structures within any Historic Overlay Zoning District shall be razed, demolished, or moved until the razing, demolition, or moving thereof is approved by the review board, or, on appeal, by the governing body after consultation with the review board.

(d)

Criteria for designation. Any ordinance setting forth Historic Landmarks and applying the Historic Overlay Zoning District to a property or area shall contain the following provisions, among such others as the City Council may deem appropriate.

(1)

A finding that individual properties set forth as Historic Landmarks:

a.

Have been listed individually on the Virginia Landmarks Register by the Virginia Board of Historic Resources or as contributing properties in a historic district listed on the Virginia Landmarks Register by the Virginia Board of Historic Resources, or

b.

Have important historic, architectural, archaeological, or cultural interest, or

c.

Are properties where historic events occurred or which have special public value because of notable architectural, archaeological, or other features relating to the cultural or artistic heritage of the city of such significance as to warrant conservation and preservation.

(2)

A finding that an area where Historic Overlay Zoning District zoning will be applied is:

a.

An historic district listed on the Virginia Landmarks Register by the Virginia Board of Historic Resources, or

b.

Adjacent to a property previously or concurrently set forth as an Historic Landmark, or

c.

An area containing one or more buildings or places in which historic events occurred or having special public value because of notable architectural, archaeological or other features relating to the cultural or artistic heritage of the city of such significance as to warrant conservation and preservation; or

d.

Of unique architectural value located within a designated conservation, rehabilitation or redevelopment districts; or

e.

Encompasses parcels of land contiguous to arterial streets or highways (as designated pursuant to Title 33.1 of the Code of Virginia, including § 33.1-41.1 of that title) found by the City Council to be significant routes of tourist access to the locality or to designated historic landmarks, buildings, structures, or districts therein or in a contiguous locality.

(3)

The design review criteria that shall apply to development, new construction, demolition, or exterior alterations in the designated district or at the designated property. Such criteria may be incorporated into the ordinance by reference to a separate document approved by the City Council.

§ 21A.6 COA procedure.

(a)

Application for a COA shall be made by the owner of the building, structure, or land, or by the owner's representative. If by the owner's representative, the application shall include written authorization from the owner. Such application shall include the COA cover form produced by the City and all required supporting information listed on the form; the form is available at City Hall or on the City's website.

(b)

If the application consists solely of Minor Work items, as defined in § 21A.06 (j), the Commission Secretary shall review the application within seven (7) working days of receipt and issue a COA if the Secretary finds that the work is architecturally compatible as defined by the guidelines approved by City Council. If the Commission secretary cannot issue a COA because the application does not meet the Guidelines, the Commission secretary shall advise the applicant of such and allow the applicant to revise or amend the application appropriately. If the applicant chooses, the applicant can elect to send the original application to the Commission for review.

(c)

Any COA application for exterior alterations which are shown, through adequate documentation, to have been approved for a tax credit under either the federal rehabilitation tax credit program or the similar Virginia state tax credit program may also be reviewed and approved by the Commission

secretary. A completed COA application form must still be filed with any required supporting documentation in addition to the documentation demonstrating approval for federal or Virginia state rehabilitation tax credits for the same work. If the Commission secretary cannot issue a COA because the application does not meet the Guidelines, the application shall be heard by the Commission at its next hearing provided that a complete application was submitted ten (10) business days before the next hearing, excluding the day of the hearing.

(d)

If the application includes any Major Work, the entire application shall be heard by the Commission at its next hearing provided that a complete application was submitted ten (10) business days before the next hearing, excluding the day of the hearing. The Commission secretary shall place complete applications on the appropriate agenda in the order in which the applications are received. A sign shall be posted at the property which is the subject of the application, at least seven (7) days prior to the Commission's meeting, identifying the time, date, place, and nature of the application which has been scheduled for a hearing.

(e)

In reviewing applications, the Commission shall employ established criteria in accordance with the Guidelines. The Commission shall approve applications that are found to be architecturally compatible with Historic Landmarks or Historic Overlay Zoning Districts, as defined by the Guidelines. The Commission shall not consider interior arrangement and shall not make any requirements except for the purpose of preventing developments that are not architecturally compatible with Historic Landmarks or Historic Overlay Zoning Districts. Paint color shall not be regulated.

(f)

The Commission shall either approve a COA, with or without conditions, or deny a COA within thirty days of the first hearing of the application. The Commission shall state all reasons for disapproval in writing. The time period for a decision on a certificate of appropriateness may be extended by mutual agreement between the applicant and the Commission.

(g)

In the case of a denied COA application, an applicant cannot submit a substantially similar application for the same property for one (1) year. An applicant may request a rehearing of an application if the Commission determines that proper COA procedures were not followed.

(h)

The COA shall be a standardized form signed by the Chairperson, Vice-Chairperson, or Secretary of the Commission. The COA shall state the specific exterior changes that will result from the proposed work for which the application has been made and shall state that those changes are approved by the Commission. A COA shall be valid for six (6) months from the date of its issuance. If the work is not begun within six (6) and thereafter diligently pursued, a new COA shall be obtained prior to the commencement of work.

(i)

Nothing in this ordinance shall be construed to prevent the ordinary repair and maintenance of any exterior elements of any building or structure. Ordinary repair and maintenance is work done to prevent deterioration or to replace parts of a building, structure, sign, or exterior architectural feature with

equivalent materials in order to correct any deterioration, decay of or damage to any such building, structure, sign, or exterior architectural feature. Ordinary repair and maintenance is work that results in no exterior change in appearance, or material.

(j)

Minor Work and Major Work items are listed in the chart below.

	Major Work	
	Minor Work	Major Work
ACCESSORY STRUCTURES AND GARAGES		
New construction, 144 square feet or more		X
New construction, less than 144 square feet	X	
Accessory buildings additions, 144 square feet or more		X
Accessory buildings additions, less than 144 square feet	X	
Alterations to existing accessory building	X	
Removal or demolition of accessory building		X
Addition or removal of carport		X
ARCHAEOLOGICAL RESOURCES		
Alteration or removal of any significant archaeological features		X
AWNINGS, CANOPIES, SHUTTERS		
Installation/change/removal of awnings, canopies, or shutters	X	
CHIMNEYS		
Construction/alteration/removal of chimneys	X	
DEMOLITION AND RELOCATION		
Partial or complete demolition of any structure		X
Relocation into, out of, or within the CHD		X
DRIVEWAYS AND PARKING		
Alteration/addition/removal of existing driveways	X	
Construction of new driveways when no part of the drive occupies space in front of the house	X	
Construction of new driveways when part of the drive occupies space in front of the house		X
Alteration/removal of existing parking lots	X	
Construction of new parking lot		X
FENCES, WALLS, HEDGES		
Construction or planting of new fences, walls, hedges or other screen plantings when 42" or less in height	X	

Minor Work**Major Work**

	Minor Work	Major Work
Construction or planting of new fences, walls, hedges or other screen plantings when more than 42" in height		X
EXTERIOR ALTERATIONS to PRIMARY BUILDING (see separate category for ACCESSORY STRUCTURES AND GARAGES)		
Addition of any size		X
Addition or expansion of porch (including entirely new porch and expansion of existing porch)		X
Alteration/removal of any character-defining features		X
Alteration of existing porches (excluding additions or changes to character-defining features)	X	
Alteration of roof coverings	X	
Alteration of roof to prevent damage to the resource	X	
Alteration of exposed foundation	X	
Construction/alteration/removal of masonry	X	
Construction/installation of new exterior stairs and steps	X	
Installation/addition/removal of gutters and downspouts	X	
Installation/alteration/removal of exterior lighting fixtures	X	
Installation/alteration/removal of vents and ventilators	X	
Alteration/removal of existing windows or doors that are not character defining	X	
Installation of new windows or doors	X	
Installation/alteration/removal of storm windows or doors	X	
NEW CONSTRUCTION of primary building on parcel		X
PATIOS, DECKS, AND WALKWAYS		
Alteration/addition/removal of patios	X	
Construction of deck when less than 32" high	X	
Construction of deck when 32" high or higher		X
Alteration/removal of existing decks	X	
Installation of satellite dishes and/or television antennae	X	
SIGNS		
Installation/alteration/removal of signs	X	
Alteration/addition/removal of exterior stairs and steps	X	
SWIMMING POOLS		

Minor Work

Major Work

Minor Work	Major Work
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Installation of swimming pools		X
Installation/alteration of swimming pool accessory structures/landscaping	X	
Removal/alteration of swimming pools/accessory structures/landscaping	X	
TREE REMOVAL		
Removal of dead, diseased, or dangerous tree when condition determined by certified arborist	X	
Removal of tree less than 8 inches in diameter, measured 4-1/2 feet above ground level	X	
Removal of tree 8 inches or more in diameter, measured 4-1/2 feet above ground level		X
OTHER CASES		
Renewal of expiring COA	X	
Changes to approved COA	Most changes	Changes staff deems substantial in nature
Work items not listed here	Items staff deems minor	Items staff deems substantial in nature or not addressed by guidelines or clear precedent
Emergency installation of temporary protective features that do not permanently alter the resource: six month duration; replacement with in-kind reconstruction or an approved COA	X	

§ 21A.7 Exceptions following a disaster or in a state of emergency.

In the event of a natural disaster or when state of emergency is declared by the city, state, or federal government,

(1)

The Commission or Commission staff may authorize temporary disaster-related repairs in order to weatherproof or stabilize a damaged building/structure (waiver shall not relieve the applicant/property owner of making permanent repairs that meet the established guidelines).

(2)

The immediate restoration or maintenance of any existing above-ground utility structure is hereby authorized as long as repair results in no exterior change from the appearance before the disaster or state of emergency.

(3)

The Commission may waive all application deadline and notification requirement pertaining to disaster-related repairs.

§ 21A.8 Appeals.

(a)

Any person aggrieved by any decision of the Commission may appeal such decision to the City Council, provided that the appeal is filed within fourteen (14) calendar days from the date of the Commission's decision, by submitting a written notice of appeal to the Zoning Administrator, setting forth the grounds for the appeal. The appeal shall stay the decision of the Commission pending the outcome of the appeal to the Council, except that the filing of the petition shall not stay the decision of the City Council if the decision denies the right to raze or demolish a historic landmark, building, or structure. The Council may consult with the Commission in relation to any appeal and may require documentation of any Commission decision prior to hearing the appeal. The City Council may affirm, reverse or modify the Commission's decision and shall notify the Director of Community Development of its action.

(b)

Any person aggrieved by a final decision of the City Council may appeal to the local circuit court by filing a petition at law, setting forth the alleged illegality of the City Council's action, within thirty (30) days after the final decision is rendered by the City Council. The filing of the petition shall stay the decision of the City Council pending the outcome of the appeal to the court, except that the filing of the petition shall not stay the decision of the City Council if the decision denies the right to raze or demolish a historic landmark, building, or structure.

(c)

In addition to the right of appeal hereinabove set forth, the owner of a historic landmark, building, or structure, the razing or demolition of which is subject to the provisions in § 21A.5(c), shall, as a matter of right, be entitled to raze or demolish such landmark, building, or structure provided that:

(1)

The owner has applied to the governing body for such right,

(2)

The owner has for the period of time set forth in the same schedule hereinafter contained and at a price reasonably related to its fair market value, made a bona fide offer to sell the landmark, building, or structure, and the land pertaining thereto, to the City or to any person, firm, corporation, government, or agency thereof, or political subdivision or agency thereof, which gives reasonable assurance that it is willing to preserve and restore the landmark, building, or structure and the land pertaining thereto, and

(3)

No bona fide contract, binding upon all parties thereto, shall have been executed for the sale of any such landmark, building, or structure, and the land pertaining thereto, prior to the expiration of the applicable time period set forth in the time schedule hereinafter contained. Any appeal which may be taken to the court from the decision of the City Council, whether instituted by the owner or by any other proper party, notwithstanding the provisions heretofore stated relating to a stay of the decision appealed from shall not affect the right of the owner to make the bona fide offer to sell referred to above. No offer to sell shall be made more than one year after a final decision by the governing body, but thereafter the owner may renew his request to the governing body to approve the razing or demolition of the historic landmark, building, or structure. The time schedule for offers to sell shall be as follows: three months

when the offering price is less than \$25,000; four months when the offering price is \$25,000 or more but less than \$40,000; five months when the offering price is \$40,000 or more but less than \$55,000; six months when the offering price is \$55,000 or more but less than \$75,000; seven months when the offering price is \$75,000 or more but less than \$90,000; and twelve months when the offering price is \$90,000 or more.

Regular City Council Meeting Minutes December 11, 2023

Call to order

The Franklin City Council held a regular City Council meeting on December 11, 2023 at 7:00 p.m. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

Council Members in Attendance: Robert “Bobby” Cutchins, Mayor; Wynndolyn Copeland, Vice-Mayor; Councilman Linwood Johnson; Councilwoman Jessica Banks; Councilman Ray Smith; Councilman Gregory McLemore; Councilman Mark Kitchen.

Council Members not in Attendance:

Staff in Attendance: Amanda Jarratt, City Manager; A’Risha Jones, Executive Assistant, Haleigh Pinto, Administrative Assistant recording minutes.

Other Staff in Attendance: Steve Patterson, Chief of Police; Robert Porti, Deputy Chief of Police; Zach Wright, Director of Power & Light; Matthew Jezierski, Director of IT; Vernie Francis, Chief of EMS; Rachel Trollinger, Director of Finance; Dinah Babb, Treasurer; Scott Miller, Deputy Code Official

Citizen’s Time

Mr. Kevin Greenberg of 302 Lee Street, Franklin, Virginia, expressed his concern regarding residents living in abandoned homes.

Mr. Gary Wyse of 205 Willis Road, Franklin, Virginia, notified Council of issues with different types of homes being built in his subdivision.

Mrs. Judy Wyse of 205 Willis Road, Franklin, Virginia, yielded her time to Mr. Gary Wyse.

Mr. Gary Wyse of 205 Willis Road, Franklin, Virginia, furthered his concern regarding types of homes being built in his subdivision.

Mr. Damron Cleveland of 511 Clay Street, Franklin, Virginia, notified Council about issues with speeding vehicles, tractor trailers and would like to see the restoration of historical homes.

Amendments to Agenda

No amendments to the agenda.

Consent Agenda:

A. Approval of November 27, 2023 Meeting Minutes

Mayor Bobby Cutchins asked if there were any corrections or additions for the November 27, 2023 meeting minutes. Mayor Bobby Cutchins entertained a motion to approve the November 27, 2023 meeting minutes as presented. Councilman Kitchen made a motion to approve the November 27, 2023 meeting minutes with a second from Councilman Johnson.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins affirmed the motion carried.

B. Blackwater Regional Library Update

City Manager Amanda Jarratt introduced Mr. Ben Neal, Library Director, and Ms. Stephanie Sproul, Franklin Branch Manager with the Blackwater Regional Library to update Council of the programs that the Library is hosting. Mr. Neal presented to Council the FY 22-23 Enhanced Services: Digital Branch.

Franklin Branch Library FY 22-23
Over 28K Visits to Franklin Branch Library
46K+ Items Circulated (+8%)
Use by 311 meeting room groups hosting over 2300 people
Over 8500 internet sessions provided to the public via in-house computers, 24/7 Wi-Fi, and <u>MiFi</u> hotspots (+18%)
Approximately 100 hours of staff time devoted to assisting over 1200 library patrons on technology
Over 273 in-person programs in the City reaching over 3700 people

Mr. Neal informed Council that the Blackwater Regional Library has 52 Outreach Programs in the City of Franklin, reaching almost 2,000 people. Mrs. Sproul stated about the various programs the Library has to offer and encouraged the community to donate books to fill the Little Free Library. Mayor Robert Cutchins and Council thanked Mr. Neal and Mrs. Sproul for what they are doing for the community.

Financial Matters:

A. Budget Amendment #2024-09

City Manager Amanda Jarratt called Ms. Rachel Trollinger, Director of Finance to come forward to present the Budget Amendment #2024-09 to City Council. Rachel Trollinger, Director of Finance stated be it resolved by the Council of the City of Franklin, Virginia that the 2023-2024 City Budget is hereby amended to:

1. Recognize FY23 final Carryover and appropriate for use.

		2023-2024	AMENDED	INCREASE			2023-2024	AMENDED	INCREASE
		BUDGET	BUDGET	(DECREASE)			BUDGET	BUDGET	(DECREASE)
#1									
250 EDUCATION FUND									
REVENUE									
100-3-41050-0150	Use of Unassigned Fund Balance	\$ 655,372	\$ 1,444,712	789,340.00					
100-3-41050-0100	Use of Restricted Fund Balance	4,388,675	4,538,675	150,000.00					
				939,340					
EXPENDITURES									
100-4-32100-1101	Salaries and Wages - Regular	\$ 3,544,367	\$ 3,687,708	\$ 143,341					
100-4-32100-2300	Hospitalization/Medical Plans	473,979	611,979	138,000					
100-4-32100-3110	Doctors & Phys Exam Fees	10,000	25,864	15,864					
100-4-32100-6007	Repairs & Maintenance Supplies	1,000	13,250	12,250	100-4-35100-3195	Veterinary Care	5,000	6,967	1,967
100-4-32100-8105	Motor Vehicles	40,000	65,000	25,000	100-4-35100-3317	Repairs- other	8,000	13,020	5,020
100-4-12560-5230	Telecommunications	78,807	100,032	21,225	100-4-35100-3190	Contractual Services	-	304	304
100-4-31100-1200	Overtime	364,000	480,349	116,349	100-4-35100-6014	Other Operating Supplies	3,500	4,005	505
100-4-31100-8105	Motor Vehicles	-	119,245	119,245	100-4-35100-6007	Repairs & Maintenance Supplies	3,000	3,296	296
100-4-31100-8111	Building Repairs	2,000	12,123	10,123	100-4-35100-5110	Utilities - Electrical Service	4,500	4,650	150
100-4-31100-6010	Police Supplies	61,980	90,940	28,960	100-4-35100-5140	Utilities - Garbage	700	1,021	321
100-4-31100-6009	Vehicle Supplies	25,165	34,731	9,566	100-4-35100-5130	Utilities - Water & Sewer	700	1,083	383
100-4-31100-3310	Repairs - Motor Vehicles	45,397	49,073	3,676	100-4-93100-9380	Transfer to Capital Projects	-	150,000	150,000
100-4-31100-3320	Maintenance Service Contracts	110,190	114,492	4,302					939,340
100-4-31100-8107	Computer Equipment	8,000	14,032	6,032					
100-4-31100-5540	Travel-Convention and Education	11,000	13,944	2,944					
100-4-31100-5845	Pistol Range	3,000	6,896	3,896					
100-4-31100-8102	Office Furniture and Equipment	-	3,293	3,293					
100-4-31100-8127	Capital Lease	63,588	74,738	11,150					
100-4-31130-1200	Salaries and Wages - Overtime	45,000	125,130	80,130					
100-4-31130-3313	Repairs - Radio	5,000	9,757	4,757					
100-4-31130-5235	E911 Emergency Number	54,000	58,421	4,421					
100-4-31130-5530	Travel - Subsistence & Lodging	1,500	3,000	1,500					
100-4-31130-5540	Travel - Convention & Education	3,500	6,271	2,771					
100-4-31130-5560	Travel - Mileage	750	1,500	750					
100-4-31130-5810	Dues & Association Memberships	1,200	2,039	839					
100-4-31130-8107	Computer Equipment	10,000	14,690	4,690					
100-4-35100-6002	Animal Food Supplies	2,500	7,820	5,320					
200 CAPITAL PROJECTS FUND									
REVENUE									
200-3-41050-9480	Transfer from General Fund	\$ -	\$ 150,000	\$ 150,000					
				\$ 150,000					
EXPENDITURES									
200-4-94000-8606	Engine 2 Replacement	\$ 850,000	\$ 1,000,000	\$ 150,000					
				\$ 150,000					

Mayor Bobby Cutchins entertained a motion to approve Budget Amendment 2024-09. Councilman Linwood Johnson made a motion to approve Budget Amendment 2024-09 with a second from Councilman Mark Kitchen.

The motion carried the vote 7-0

The vote was as follows:

- | | |
|--------------------------------------|------------|
| Councilman Linwood Johnson | Aye |
| Councilman Mark Kitchen | Aye |
| Councilwoman Jessica Banks | Aye |
| Vice-Mayor Wynndolyn Copeland | Aye |
| Mayor Bobby Cutchins | Aye |

Councilman Ray Smith **Aye**

Councilman Gregory McLemore **Aye**

Mayor Bobby Cutchins affirmed the motion carried.

B. Acceptance of the FY 23 Audit

City Manager Amanda Jarratt asked Ms. Robin Jones, with Creedle Jones & Associates to come forward and present the FY 23 Audit. City Manager Amanda Jarratt reminded Council that the City has annual requirements for when the audit is uploaded into the state portal. City Manager Jarratt stated that the due date is Friday, December 15, 2023. City Manager Amanda Jarratt thanked all staff for their time and efforts during the FY 23 Audit.

Ms. Jones stated that the FY 23 Audit went well and thanked all staff for their efforts. Ms. Jones stated that Creedle Jones & Associates is ready to submit the FY23 Audit on Tuesday, December 13, 2023. Ms. Jones pointed Council to page 12 of the FY23 Audit Report. She stated that the auditor’s report reflects that there are no findings in the FY23 Audit. Ms. Jones also directed Council to the Balance Sheet of Governmental Funds on page 16, which shows that the City had \$30.6 million in assets and the Fund Balance has \$28.4 million which is a strong fund balance. Ms. Jones stated that the City is in solid shape financially.

Mayor Robert Cutchins asked Council if they had any questions. Councilman Linwood Johnson asked Ms. Jones if the internal control is good. Ms. Jones informed Councilman Linwood Johnson that no problems were found and that the City would be given an A+ if grades were given.

Mayor Bobby Cutchins entertained a motion to approve the FY23 Audit. Councilman Linwood Johnson made a motion to approve the FY23 Audit with a second from Vice-Mayor Wynndolyn Copeland.

The motion carried the vote 6-1-0

The vote was as follows:

Councilman Linwood Johnson **Aye**

Councilman Mark Kitchen **Aye**

Councilwoman Jessica Banks **Aye**

Vice-Mayor Wynndolyn Copeland **Aye**

Mayor Bobby Cutchins **Aye**

Councilman Ray Smith **Aye**

Councilman Gregory McLemore **Abstained**

Mayor Bobby Cutchins affirmed the motion carried.

C. Presentation of Tax Delinquencies

City Manager Amanda Jarratt asked Ms. Dinah Babb, City Treasurer to present the annual tax delinquencies to City Council. Ms. Dinah Babb, City Treasurer presented the delinquent taxes owed to the City of Franklin as of November 30, 2023:

Real Estate:	\$131,248.61
Personal Property:	\$347, 236.45
Business License:	\$6,260.58
Meals Tax:	\$28,631.85
Lodging Tax:	\$0.00
Total Delinquent Taxes:	\$513,377.49

Ms. Babb wanted to recognize the City Treasurer team for all of their hard work and assistance with the reports presented, Mr. Ed. Martin, Deputy Treasurer; Ms. Thelma Picot, Senior Accounting Clerk; Ms. Amanda Arrington, Accounting Clerk; and Ms. Kara Williams, Accounting Clerk.

D. Presentation of Tax Write Offs

Ms. Dinah Babb stated that the delinquent personal property for tax year 2016 that are deemed uncollectable due to the statute of limitations in the Virginia State Code 58.1-3940. These statute of limitations restricts the office from actively placing ay collections on these accounts. It is the recommendation of the City Treasurer that \$26,502.17 of delinquent personal property for tax year 2016.

Mayor Robert Cutchins asked if there was any desired action of Council. Councilman Linwood Johnson made a motion to approve the charge off on delinquent personal property for tax year 2016 and in the amount of \$26,502.17 with a second from Councilman Mark Kitchen.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins affirmed the motion carried.

Ms. Dinah Babb, City Treasurer stated that after thorough research with Ms. Selenia Boon, Commissioner of Revenue, it is her recommendation to write off the delinquent personal property tax of deceased owners in the amount of \$27,424.60.

Mayor Robert Cutchins asked if there was any desired action of Council. Councilman Linwood Johnson made a motion to approve the charge off on delinquent personal property tax if deceased owners in the amount of \$27,424.60 with a second from Vice-Mayor Wynndolyn Copeland.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins affirmed the motion carried.

Old/New Business:

A. Western Tidewater Community Services Board Real Estate

City Manager Amanda Jarratt reminded Council that the Western Tidewater Community Services Board provides a variety of mental health services to the City of Franklin, City of Franklin Public Schools and serves the region which includes the City of Suffolk, Isle of Wight County, and Southampton County. Western Tidewater Community Services Board built a facility and used the Franklin Industrial Development Authority as the financial conduit.

City Manager Amanda Jarratt stated that according to documents, the City of Franklin Industrial Development Authority is listed as the owner. That being said, it has been very difficult for WTCSB to obtain permits during a recent expansion. City Manager Amanda Jarratt stated that the notes have been paid off and all documents signed were very clear that once the financial transaction was completed, the title would be transferred to the Western Tidewater Community Services Board, which has been completed. City Manager Amanda Jarratt inform Council that there may be a document she is required to sign, therefore she wanted to receive authorization from Council to work with Legal Counsel to get this resolved.

City Manager Amanda Jarratt stated that Council would need to authorize her to sign necessary document and work with the Industrial Development Authority to dispose of the Western Tidewater Community Services Board real estate.

Mayor Robert Cutchins asked if there was any desired action of Council. Vice-Mayor Wynndolyn Copeland made a motion to authorize staff to execute necessary documents with regards to the Franklin Industrial Development Authority to dispose of the Western Tidewater Community Services Board real estate with a second from Councilman Mark Kitchen.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins affirmed the motion carried.

B. City Manager’s Report

City Manager Amanda Jarratt informed Council that the City is in the final stages of the rate study for the water and sewer rates, and that we are scheduled to review it with a consultant soon. City Manager Amanda Jarratt stated she anticipates that being added to an agenda in January for Council’s consideration.

City Manager Amanda Jarratt also stated that Mr. Eric Cooke, Commonwealth Attorney sent a notice to the Southampton County Sheriff’s Department as well as the City of Franklin Police Department, informing them of the state’s regulations to cease and desist in the operation of Skill Games. City Manager Amanda Jarratt stated that citizens who may own these types of machines have been notified as well of the new state regulations effective January 1, 2024.

City Manager Amanda Jarratt reminded Counsel that the Political Sign Ordinance needs to be updated. She added that staff has started drafting the updated Ordinance. City Manager Amanda Jarratt reminded citizens that attaching signs to utility poles, whether owner by the City of Franklin, Charter Communication or any other company is not allowed.

City Manager Amanda Jarratt reminded Council and citizens that Franklin City Hall will be closed on Friday, December 15, 2023 for a two hour period for the Employee Holiday Luncheon, as well as Friday December 22, 2023 at 12:00 PM and reopening Wednesday, December 27, 2023 in observance of the Christmas Holiday.

General Updates

- Staff continues to work on the various capital projects approved by City Council.

- Kimley Horne has been hired to navigate the HUD Grant process as mentioned in the previous City Council meeting. Our preliminary HUD package has been submitted to HUD and has been referred to final review. We are in the final stages of procuring the architect and should be able to start construction documents in the first quarter of 2024.
- The staff committee for the courthouse renovation project will consist of Chief Steve Patterson, Chad Edwards, and Lin Darden. The judges, Clerk of Court, and Sherriff's Department in addition to other stakeholders will be consulted throughout the design process. A meeting was held with the architects and judges. Final changes to the plans are being made and we are now beginning to work on a more concrete timeline.
- The staff committee met regarding Riverwalk Park.
 - The kayak design is underway. Survey is complete for the kayak launch additional area. We will incorporate this into the site plans.
 - Kayak launch design underway.
 - Flood study (no-rise study) underway. Not all bridge crossings requested from City are available. Awaiting completion of kayak launch to update.
 - At the moment we're currently awaiting the final site plan and kayak launch design before we can move forward with the Joint Permit Application for the VMRC and Corps permits. Once we have the final design in hand, we can prepare the required impacts mapping and update details relating to the VMRC component of the application. It should take us around 2 weeks to finalize the application after the plans are received.
- Staff continues to work with DHCD and Kimely Horn on the Laurel Street CDBG Grant. Client intake and income verifications have begun and contracts are about to be issued. There may be a funding shortage so the Management Team is investigating other sources of funds potentially including HOME Funds.
- Staff continues to meet with regional partners to discuss next steps on the regional radio system as well as violence and crime prevention.
- Three responses were received for the Franklin Southampton radio project and they are currently under review by the review team. Interviews of those firms are being scheduled for the first week in January.
- Staff continues to work with Court Services and our other locality partners for both short and long term solutions to the juvenile detention situation. An RFP to procure an architect to design a potential expansion of Western Tidewater Regional Jail. Mosley Architects has been selected to assist the Western Tidewater Jail Board to conduct the necessary feasibility study. A kick off meeting with Mosely was held on November 20th.
- The Literary Loan process continues with Franklin City Public Schools. The contactor is working on the project and the first draw of funds is underway. A second application was considered earlier on the agenda.
- City Council held a retreat on March 2nd. The following topics were discussed and will be worked on by staff:
 - Food Trucks
 - Two food trucks have received final approval.
 - Increased Code Enforcement
 - Staff is working on a demolition plan for the posted unsafe structures. We are putting a plan in place to prepare for high grass season. We are working with legal to draft updated ordinances for parking and vehicles.
 - Communication with Franklin City Public Schools
 - We held a joint meeting with Franklin City Public Schools on March 30th. Additional meetings are being scheduled to maintain communication.
 - Increased focus and investment in Public Safety
 - Additional positions are included in the FY 24 budget. The updated radio system project is moving to Phase 2.

- Historic District
 - Staff is reviewing the ordinance that is in place and providing a list of the individuals that need to be appointed. Staff is waiting on appointments from Franklin City Council.
- Special Tax Districts
 - Under discussion and research ongoing.
- Camp Community College Partnerships
 - Under discussion.
- Improved Communication with the Public through various means
 - A review of the PEG Channel and necessary equipment purchases are underway. Staff is working to update City Clips. Staff is researching other best practices. An Instagram page has been created.

Council/Staff Reports on Boards/Commissions:

Councilman Linwood Johnson thanked the Department of Parks and Recreation, staff and City Manager Amanda Jarratt for putting together an excellent parade.

Closed Session

Councilman Mark Kitchen moved that the City of Franklin, Virginia City Council adjourn into closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. Discussion of appointments to boards and commissions, and discussion of performance of employees of the public body to discuss the following subject or subjects: Industrial Development Authority, HRPDC Community Advisory Committee, Board of Zoning Appeals, Southview Cemetery Advisory Committee, Historic Preservation Commission, Beautification Commission.

The motion was seconded by Vice-Mayor Wynndolyn Copeland.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins stated the motion carried the vote.

Motion Upon Return to Open Session

Councilman Mark Kitchen moved that the City of Franklin, Virginia City Council certify that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on December 11, 2023, meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (ii) no action was taken in closed meeting regarding the items discussed.

The motion was seconded by Vice-Mayor Wynndolyn Copeland.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins stated the motion carried the vote.

Councilman Mark Kitchen made a motion to appoint Mr. Walter Hobbs to the Board of Zoning Appeals with a second from Vice-Mayor Wynndolyn Copeland.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins stated the motion carried the vote.

Adjournment

Vice-Mayor Wynndolyn Copeland made a motion to adjourn the December 11, 2023 City Council meeting with a second from Councilman Linwood Johnson.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins stated the meeting stands adjourned.

The December 11, 2023 City Council meeting was adjourned at 8:45 P.M.

Mayor

Clerk to City Council

Joint Session with Franklin City Council & Franklin City Public School Board

Meeting Minutes December 14, 2023

Call to order

The Franklin City Council held a joint session meeting with the Franklin City Public School Board on December 14, 2023, at 6:04 P.M. in the S.P. Morton Elementary Media Center located at 300 Morton Street, Franklin, Virginia 23851.

Council Members in Attendance: Robert “Bobby” Cutchins, Mayor; Wynndolyn Copeland, Vice-Mayor; Councilman Linwood Johnson (6:03 pm); Councilwoman Jessica Banks; Councilman Gregory McLemore (6:06 pm)

Council Members not in Attendance: Councilman Ray Smith; Councilman Mark Kitchen

Staff in Attendance: Amanda Jarratt, City Manager; A’Risha Jones, Executive Assistant, Haleigh Pinto, Administrative Assistant recording minutes.

Other Staff in Attendance: Rachel Trollinger, Director of Finance

School Board Members in Attendance: Robert Holt, Chair; Cristina Boone, Vice Chair; LaChanda Parker, Ward 3; Brittany Powell, Ward 5; Carrie Johnson, At-Large

Franklin City Public School Staff in Attendance: Dr. Carlton Carter, Superintendent; Almeta Davis, Executive Assistant, recording minutes; Krystal Thompkins, Director of Curriculum and Instruction; Dr. Dwana White, Assistant Superintendent of Human Resources; Dr. Tanieka Ricks, Director of Gifted and Pupil Personnel; Dr. Clint Walters, Director of Operations.

Mayor Robert Cutchins called the Joint Session with the Franklin City Public Schools to order at 6:04 P.M.

Accelerate Franklin 2028 -Strategic Plan

Ms. Krystal Thompkins, Director of Curriculum, and Instruction discussed the goals for the Strategic Plan and how the City of Franklin Public Schools plans to achieve that goal.

Goals for Strategic Plan

- All schools will be fully accredited.
- Retain, recruit, and invest in high-quality staff.
- Develop business and community partnerships.
- Increase family and community involvement.

The Planning Process

- Community Summit was held on October 17, 2023.
- Volunteers signed up to participate in the strategic planning process.
- Strategic Planning Training—November 28-30, 2023.
- Mission statement and objectives were established.
- The next training will be held in January 2024.
- Action teams will be developed based on objectives.

Mission Statement--Revised

The mission of Franklin City Public Schools is to be a premier school division that encourages community partnerships, hands-on learning, and real-world experiences for all students. Franklin City Public Schools will promote high academic standards, social-emotional development, and research-based practices. Franklin City Public Schools is dedicated to accelerating, innovating, and transforming the educational experience and will recruit, develop, and invest in a diverse workforce and provide a safe and supportive environment for all.

Ms. Thompkins stated that to stand by Franklin City Public Schools Mission Statement, the Strategic Planning Committee has put together the following objectives:

1. Social Emotional Support/Safe Learning Environment
 - a. Each student and each member of FCPS will work and learn in an environment they feel is emotionally and physically safe, with a clear system of behavioral expectations in which social-emotional skills are identified and demonstrated.
2. Stakeholder Partnerships
 - a. Each student will benefit from community partnerships that support their educational physical, emotional, career, and extracurricular pursuits.
3. Instruction/Academics
 - a. Each student will benefit from instructional practices that are data-driven and scaffolded to meet students' needs by promoting relevance, rigor, critical thinking, and collaboration.
 - b. Each student will engage and interact in instructional activities that provide diverse learning styles, incorporate real-world applications, and encourage critical thinking skills.
4. Recruiting, Retaining, Developing High-Quality Staff
 - a. Each student will benefit from the recruitment, investment, and retention of high-quality, diverse staff who engage in regular professional learning.
5. Technology
 - a. Each student will demonstrate strong digital citizenship by utilizing technology to access and investigate instruction.
6. Fiscal Responsibility
 - a. Each student will benefit from a system that maximizes fiscal resources and supports efforts to meet their unique needs.

Ms. Thompkins ended the presentation by thanking Councilman Linwood Johnson for being a part of the FCPS Strategic Planning Committee.

2023 VA Standards of Learning (SOL) Data Results

Ms. Krystal Thompkins presented the 2023 Standards of Learning (SOL) Data Results for Franklin Public Schools. Ms. Thompkins stated that when a school has one red bar, it indicates that the school will be accredited with conditions due to not meeting the state benchmark within those areas. The green bar indicates that the school has met the benchmark, and the yellow means that the school is approaching the state benchmark.

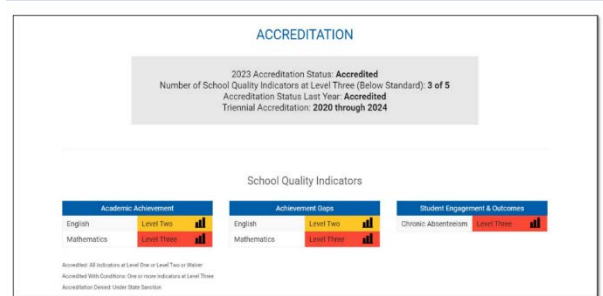
FHS Accreditation Status



VA Standards of Learning (SOL) Results--FHS

Subject	Benchmark	2021-2022	2022-2023
English	75%	90.91%	70%
Math	70%	69.39%	79%
Science	70%	58.62%	36%
Chronic Absenteeism	Less than 15%	44.07%	30.41%
Graduation and Completion Index	Greater than 88%	86.65%	93.1%
Dropout Rate	Less than 6%	12.66%	4.9%
College, Career, Civic Readiness Index	Greater than 85%	55.00%	60.49%

J. P. King MS Accreditation Status

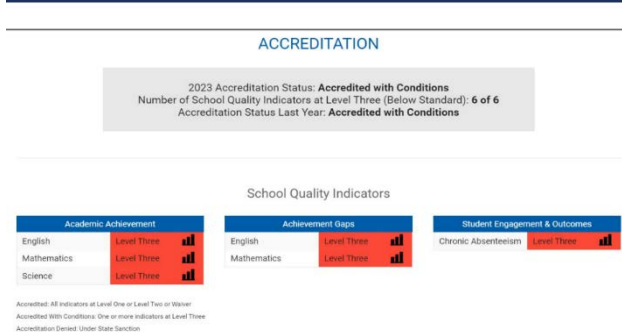


VA Standards of Learning (SOL) Results--JPK

Subject	Benchmark	2021-2022	2022-2023
English	75%	64.98%	61%
Math	70%	58.37%	28%
Science	70%	N/A	N/A
Chronic Absenteeism	Less than 15%	51.08%	32.08%

Ms. Thompkins stated that J.P. King Middle School indicates that they are accredited without reaching the state's benchmarks because the school is on a triennial accreditation, they are guaranteed accreditation for the next three years. J.P. King Middle School's triennial accreditation is scheduled to end at the end of the current school year.

SP Morton ES Accreditation Status



VA Standards of Learning (SOL) Results--SPM

Subject	Benchmark	2021-2022	2022-2023
English	75%	62.15%	55%
Math	70%	56.88%	44%
Science	70%	10.67%	30%
Chronic Absenteeism	Less than 15%	57.76%	37.3%

Ms. Thompkins stated that although S.P Morton Elementary School does not meet the state benchmark in English, Math, or Science, chronic absenteeism has been reduced by 20%. Ms. Thompson reiterated

the importance of the students coming to school that way they can work on meeting the benchmark. Ms. Thompkins thanked the City Council for their time.

Parent, Community Engagement

Dr. Tanieka Ricks presented the Parent, Community, & and Student Engagement update. Franklin City Public Schools hosted a Stuff the Bus event on August 26, 2023, at the Franklin Walmart. This event raised \$1,085.00 in donations. Dr. Ricks stated that in addition to money donations, individuals donated school supplies which helped Franklin City Public Schools supply book bags filled with supplies to students.

Dr. Tanieka Ricks explained that the Franklin City Public Schools started hosting a Touch Base & Family/Community Engagement Fair every quarter after the interim reports go out. This event allows parents to engage with their children’s teachers regarding their child’s progress. Dr. Ricks also stated that Franklin City Public Schools has two new partnerships with the Federal Bureau of Information (FBI) and the Veterans of Foreign Wars (VFW) Auxiliary. Both organizations have been involved in various community events, giving the community information and support.

City of Franklin students had the opportunity to participate in the Red Ribbon Week (October 23-31, 2023) Dr. Ricks stated. The theme this year is “Be kind to your mind, live drug-free.” Dr. Ricks also stated that Parent Teacher Associations (PTA) have been a priority this year. FCPS has officially established officers at each school within the City of Franklin.

Dr. Ricks also informed Council and School Board Members of a new Check In & Check Out Platform called Rhithm. This platform allows students to check in and check out with their social awareness. Rhithm now has about 584 students enrolled and actively using the platform. FCPS is consistently encouraging students to use the platform, to ensure they are properly supported emotionally and mentally.

Student Attendance

Dr. Tanieka Ricks stated that FCPS has seen an increase in student attendance. Parents within the City of Franklin have been more involved and more supportive as well.

FCPS Attendance Yearly Comparisons

	YTD Attendance Percentage		# of Unrecoverable Students YTD		
	11/30/22	11/30/23	11/30/21	11/30/22	11/30/23
SPM	87.82%	91.20%	30	23	12
JPK	90.16%	92.78%	4	8	1
FHS	90.28%	92.94%	34	26	13

Unrecoverable = to date, student has missed 10% of the full academic year (2021 = 18+ absences; 2022 and 2023 = 16+ absences).

Dr. Ricks stated that FCPS has several strategies to improve chronic absenteeism across the division.

- Two full-time truancy officers.
- Each school has an attendance team that meets bi-weekly.

- Teachers are tasked with creating instruction and learning environments that make students want to attend school.
- Collaborative efforts with the Department of Social Services and the court system regarding truant students.
- Processes and procedures in place to increase consistency and efficiency.
- Truancy Officers and Family Engagement specialists work together to engage with families.
- FCPS Attendance Incentive Program.
- Increased home visits and attendance plans.
- Attendance of family notifications.

FCPS Average Daily Membership (ADM & Attendance)

- March 30, 2023 - 966 (K-12)
- September 30, 2023 - 946 (K-12)
- Current Projection - 960 (K-12)
- PreK population is 65: 11 students are funded with Special Education and 54 students are Virginia Preschool Incentive (VPI) funding.

Career & Technical Education Updates

FCPS Current CTE Programs

Business	Early Childhood	Building & Trades
Criminal Justice	JROTC	Career Investigations
Culinary Arts	Adult Education	Welding (CCC)
Marketing	Individualized Student Alternative Education (ISAEP)	Electricity (CCC)
Nursing	Arts & Graphic Design	

Dr. Tanieka Ricks stated that Franklin City Public Schools are currently in the planning and informational phase of gathering information for the JPK Career and Technical Center. The goal in that plan is that the seventh and eighth graders will return to the middle school model in the third hall of Franklin High School. The sixth graders will return to S. P. Morton Elementary. FCPS will need to hire a principal and career counselor for the JPK Career and Technical Center as well as designate an additional administrator at S.P. Morton Elementary School.

Dr. Ricks stated that in Phase I: 2024-2025 School Year, FCPS plans to bring the following courses to the JPK Career and Technical Center:

Business	Early Childhood
Criminal Justice	Jobs for Virginia Graduate (JVG) Program
Culinary Arts	Pearson Center
Marketing	Adult Education
Nursing	Individualized Student Alternative Education (ISAEP)

JPK Career & Technical Center Proposal Future Programs

Cosmetology	Emergency Medical Technicians (EMT)	Auto Body Technology
Master Barbering	Veterinary Science	Pharmacy Technician
Cyber Security	Agricultural Power Systems	Construction Technology
Dentistry	Biomedical Technician	Automotive
Medical Assistant	Computer Systems Technology	Education for Employment

Schoolboard Member Carrie Johnson asked Dr. Ricks if the computer class that certifies students in Microsoft Office will be moved to the JPK Career and Technical Center computer lab. Superintendent Carlton Carter stated that it depends on the amount of credits the course has. If it is a one-credit course, it will stay at Franklin High School. Schoolboard Member Carrie Johnson asked if this would cause City of Franklin Teachers to go between the schools. Superintendent Carlton Carter stated it would not, staff is looking into having multiple shifts scheduled for the courses.

Capital Improvement Needs Update & Balanced Calendar

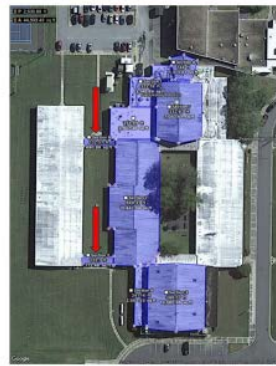
Dr. Clint Walters, Director of Operations stated that Phase 1 has been completed at S.P Morton Elementary School as well as Franklin High School. Dr. Walters also stated that the blue areas below indicate the section of the roof that will fall under Phase 2, with the exception being the area with the red arrows. The red areas point to the covered walkways that lead from the second hall to the third hall at Franklin High School. Dr. Walters stated that FCPS would like to move forward with additional plans to increase the safety of that area. The plans would cause additional construction, therefore FCPS does not want to move forward with that section of the roof until the other construction is complete.

ROOFING PROJECTS - PHASE 2

- Garland/DBS, Inc. released a Request for Proposals on behalf of FCPS to solicit bids for the completion of Phase 2 at S. P. Morton Elementary School and Franklin High School.



S. P. MORTON ELEMENTARY SCHOOL
PHASE 2 (P224) | BLUE



FRANKLIN HIGH SCHOOL
PHASE 2 (P224) | BLUE



BREAKDOWN OF COSTS AND FUNDING STREAMS

	Estimated Total Cost	Funding Stream
S. P. Morton Elementary School	\$805,829.30	Literary Loan @ \$805,829.30
Franklin High School	\$1,700,157.70	Literary Loan @ \$1,000,000.00
		Construction Fund @ \$700,157.70
Total Cost	\$2,529,652.00	

HVAC REPLACEMENT AT SPM

- Application for the SCAP was submitted with City Council's Resolution to fund a portion of Phase I.

	SCOPE OF WORK	ESTIMATED COST
PHASE 1	Replace DDC Control Panel and Replace approximately 30 classroom units	\$630,314.50
PHASE 2	Replace remaining classroom units and units responsible for common areas such as the hallway, gym, library, and cafeteria	\$630,314.50
		\$1,260,629.00

HVAC REPLACEMENT AT SPM

- Phase I is expected to total \$630,314.50 with funding coming from two sources:

SCAP Grant Funding (30% is anticipated)	\$189,094.35
Carry-over Request	\$441,220.15

RESTROOM RENOVATION AT FHS

- Approximately \$750,000 has been budgeted in ESSER III to renovate the restrooms at FHS.
- Minimize touchpoints through the use of sensor-based toilets, urinals, and sinks.
- This would be similar in scope to the work completed at SPM utilizing ESSER II funding.

Dr. Walters added that FCPS is investigating the possibility of converting J.P. King Middle School into a CTE Center. Dr. Walters said that it may require minor renovations.

2024 - 2025 CALENDAR COMMITTEE UPDATE

- The Calendar Committee has met twice to discuss options for the upcoming school year.
- Based on the capital needs of the district and the need for additional planning prior to making significant changes to the academic calendar, it is recommended that FCPS not pursue Balanced Calendar for the 2024-2025 school year.
- The committee will reconvene in January to propose a calendar that resembles our current structure.
- However, FCPS continues to vigorously research alternative calendars that provide our students with a competitive advantage to accelerate academic achievement.

Sr. Walters entertained any questions regarding the Capital Improvements or the Proposed Calendar for the 2024-2025 School Year.

Human Resource Department

Classroom teacher vacancies for the 2023-2024 school year:

2023-2024 SY			
School	Total # of Teaching	Total # of Vacancies	% of Teacher Vacancies
SPM	38	2	5%
JPK	15	2	13%
FHS	35	1	3%

The next steps are FCPS job fairs, continuing with current retention efforts, continuing to visit Colleges and Universities, continuing with the FCPS Grow Your Program, and continuing to recruit outside of the United States.

Closing Remarks & Questions

Superintendent Carlton Carter stated that one of the key elements that were taught during the three-day Strategic Planning training is that community is essential to uplift Franklin City Public Schools. He stated that one of the items discussed was generational poverty, and how FCPS can address that. Superintendent Carter stated that FCPS is looking at the C&TE Center and the balanced calendar to begin to address that. He stated that FCPS cannot correct the issue without the City Council's support.

Councilwoman Jessica Banks asked Superintendent Carter how FCPS is keeping a pulse on the community about Strategic Planning and if he has heard feedback from the community. Councilwoman Banks stated that they are all great ideas, but it is necessary to have the community and parents involved. Superintendent Carter stated that during the three-day seminar, the Strategic Planning Committee was able to pull from various community leaders. He added that the next step is called Action Teams, which would be divided into five categories. The committee will recruit additional members within the community. He added that FCPS has received no pushback from the parents, and that the community has been ready for the change.

Superintendent Carlton Carter stated that they plan to have the Action Teams in late January, and encouraged the Council to get involved.

Adjournment

Mayor Robert Cutchins adjourned the December 14, 2023, Joint Session with the Franklin City Public School Board.

The December 14, 2023, City Council Joint Session with the FCPS meeting was adjourned at 7:04 P.M.

Mayor

Clerk to City Council

BUDGET AMENDMENT 2024-10

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2023-2024 City Budget is hereby amended to:

1. recognize grant revenue from Franklin Southampton Charities for the Franklin Fire Department and Hunterdale Fire Department and to appropriate such revenue for use;
2. recognize grant revenue from the Camp Foundation for Franklin Fire & Rescue, Franklin Police Department, and the Hunterdale Volunteer Fire Department and to appropriate such revenue for use;
3. recognize Franklin City Public School grants and appropriate such revenue for use; and
4. recognize Third Thursday revenue, VRSA Promoting Emergency Preparedness Grant revenue, Byrne Justice Assistance Grant Program revenue and appropriate such revenue for use.

	2023-2024 BUDGET	AMENDED BUDGET	INCREASE (DECREASE)
#1			
220 FOUNDATION GRANT FUND			
REVENUE			
220-3-18990-3001 Franklin/Southampton Charities	\$ 10,000	\$ 20,000	10,000
			10,000
EXPENDITURES			
220-4-32100-8117 Fire Prevention - Other Grants	\$ 38,638	\$ 43,638	5,000
220-4-91450-4009 Hunterdale Volunteer Fire Dept	5,000	10,000	5,000
			10,000
#2			
220 FOUNDATION GRANT FUND			
REVENUE			
220-3-18990-3000 Camp Family Foundation Grants	\$ -	\$ 69,800	69,800
			69,800
EXPENDITURES			
220-4-31100-5848 Camp Foundation Grant Police	\$ 12,407	\$ 36,907	24,500
220-4-32100-5848 Camp Foundation Grant Fire	48,522	85,322	36,800
220-4-91450-4009 Hunterdale Volunteer Fire Dept	5,000	13,500	8,500
			69,800

		2023-2024	AMENDED	INCREASE
		BUDGET	BUDGET	(DECREASE)
#3				
250 EDUCATION FUND				
REVENUE				
250-3-24000-0252	State Technology Funds	\$ -	\$ 250,000	250,000.00
250-3-33010-0276	NCLB Grant - Title V Rural Ed	\$ 34,590	\$ 38,374	3,783.97
				<u>253,783.97</u>
EXPENDITURES				
250-4-60000-0011	Technology	\$ 1,011,970	\$ 1,261,970	250,000.00
250-4-60000-0076	NCLB Grant - Title V Rural Ed	34,590	38,374	3,783.97
				<u>253,783.97</u>
#4				
100 GENERAL FUND				
REVENUE				
100-3-15020-0003	Concenssion Rentals & Commission	\$ 500	\$ 2,438	1,938
100-3-18990-0103	VRSA Grant	\$ -	\$ 4,000	4,000
100-3-33010-0012	Justice Asst Grant Police	\$ 5,165	\$ 12,221	7,056
				<u>12,994</u>
EXPENDITURES				
100-4-81600-5892	Festival and Events	\$ 11,250	\$ 13,188	1,938
100-4-12220-5850	Misc. - Employee Events	7,000	11,000	4,000
100-4-31100-8010	Grant Dept of Justice -BYRNE	4,187	11,243	7,056
				<u>12,994</u>

Certified copy of resolution adopted by Franklin City Council.

Clerk to the City Council

Franklin Southampton Charities

Post Office Box 276 • 403½ North Main Street • Franklin, Virginia 23851
Phone: 757/569-1611 • Fax: 757/569-1615 • email: fsc@franklinsouthamptoncharities.com

December 7, 2023

Ms. Amanda C. Jarratt
City Manager
City of Franklin
207 W. 2nd Avenue
Franklin, VA 23851

Dear Amanda:

I am pleased to enclose a grant check in the amount of \$10,000, to be distributed to each of the 2 Fire and Rescue Units as follows. The Board of Directors of Franklin Southampton Charities is happy to be able to support this worthy program.

Franklin Fire Department	\$5,000
Hunterdale Fire Department	\$5,000

Please remember that we ask for a report on the usage of these funds prior to April 1 of next year. If you have any questions, please do not hesitate to contact our office.

Sincerely,



Marshall Rabil
Chair, Grants Committee

Enclosures

CAMP FOUNDATION
Post Office Box 813
Franklin, Virginia 23851
Telephone (757) 562-3439

December 13, 2023

City of Franklin
207 West Second Avenue
Franklin, VA 23851
Attn: Amanda Jarratt

Dear Amanda:

The members and directors of the Camp Foundations met in November to give final consideration to grant requests.

I am pleased to forward with this letter a total of \$69,800. These funds come from the following sources:

- | | |
|-----------------------------------------------------------|-----------|
| 1) Camp Foundation | \$ 25,500 |
| 2) Ruth Camp Campbell Foundation | \$ 24,500 |
| 3) Camp-Younts Foundation (Hal S. Atkinson, Jr., Trustee) | \$ 19,800 |

Of the total, \$36,800 is designated for Franklin Fire & Rescue, \$24,500 is designated for the Franklin Police Department and \$8,500 for Hunterdale Volunteer Fire Department. Thank you for taking time to distribute these funds to the appropriate departments.

The Board of Directors and I wish you a happy and rewarding New Year.

Sincerely,



Michael W. Johnson
Executive Director

Enclosures



FRANKLIN CITY PUBLIC SCHOOLS

OFFICE OF THE
SUPERINTENDENT

207 West Second Avenue
Franklin, Virginia 23851-1713
(757) 569-8111 • Fax (757) 516-1015

MEMORANDUM

TO: Amanda Jarratt
Franklin City Manager

FROM: Dr. Carlton Carter
Division Superintendent

DATE: December 8, 2023

RE: Notice of Budget Adjustments

This amendment is to create the newly awarded Security grant.

<i>Accounting Use Only</i>	<i>School Account</i>	<i>Amount</i>	<i>City Account</i>
Security Grant – Increase Revenue	68-	250,000.00	
Security Grant – Increase Expense	68-	250,000.00	

Franklin City Public Schools is an equal educational opportunity school system. The School Board of the City of Franklin also adheres to the principles of equal opportunity in employment and, therefore, prohibits discrimination in terms and conditions of employment on the basis of race, sex, national origin, color, religion or disability.

SupportServices@doe.virginia.gov

Mon, Nov 20,
4:40 PM (11
days ago)

to ccarter2, jsbaugh, me, vijay.ramnarain, ann.belanger, nancy.hartigan, kerry.miller

Dr. Carlton Carter:

I am pleased to inform you that the Virginia Department of Education has awarded Franklin City Public Schools a total of \$250,000 from the 2023 School Security Equipment Grant Program authorized by the 2013 General Assembly. The grant award number assigned to this award is SEG23-135. These funds are approved for the purchase and installation of the school security equipment requested on the applications for the approved schools shown below:

Franklin High
Joseph P. King Jr. Middle
S.P. Morton Elementary

Reimbursements from the grant funds will be made only for qualified and approved items purchased on or after November 16, 2023. The equipment must be purchased within six months of the November 16, 2023 date, or by June 30, 2024. Please note, that in order to support the installation of school security equipment during the summer months and to expedite the spend-down of these Notes funds, school divisions and regional programs may include for reimbursement approved equipment purchased on or after May 23, 2023 (Reference Superintendents' Memo. #129-23). A local match of 25 percent of the grant award is required. The local match should also be spent by the June 30, 2024 deadline. Please remember that awarded grant funds should only be spent on the specific school for which it was awarded.

The grant funds will be disbursed on a cost reimbursement basis only. Reimbursement payments will be issued to the division within 30 days of the grant reimbursement administrator receiving notification from the Virginia Department of Education of approved reimbursements. As this grant is funded with proceeds from Notes issued by the Virginia Public School Authority, adherence to program requirements will be strictly enforced. The period of the award is November 16, 2023, through June 30, and the awarded grant funds must be requested for reimbursement during this period.

The Request for Reimbursement form may be found at <https://www.doe.virginia.gov/programs-services/school-operations-support-services/facility-construction-maintenance/security-equipment-grants>. Supporting payment documentation (invoices, receipts, etc.) must accompany your request for reimbursement. The completed reimbursement request should be sent to Office of Support Services, Department of Education, P. O. Box 2120, Richmond, VA 23218, or can be sent to our office through the Dropbox located on the SSWS portal.

If you have any questions concerning the reimbursement process, please contact the

Office of Support Services at
supportservices@doe.virginia.gov, or call (804) 750-8715.

Sincerely,
Dr. Lisa Coons
Superintendent of Public Instruction.



FRANKLIN CITY PUBLIC SCHOOLS

OFFICE OF THE
SUPERINTENDENT

207 West Second Avenue
Franklin, Virginia 23851-1713
(757) 569-8111 • Fax (757) 516-1015

MEMORANDUM

TO: Amanda Jarratt
Franklin City Manager

FROM: Dr. Carlton Carter
Division Superintendent

DATE: December 8, 2023

RE: Notice of Budget Adjustments

This amendment is to record the new Title V allocation.

<i>Accounting Use Only</i>	<i>School Account</i>	<i>Amount</i>	<i>City Account</i>
Title V Increase Revenue	61-84.35800	3,783.97	250-3-33010-0276
Titel V Increase Expense	61-3-1-61101-xxxx-0020-013-000	3,783.97	250-4-60000-0276

Franklin City Public Schools is an equal educational opportunity school system. The School Board of the City of Franklin also adheres to the principles of equal opportunity in employment and, therefore, prohibits discrimination in terms and conditions of employment on the basis of race, sex, national origin, color, religion or disability.

FCPS
Title V Part B
New Allocation for FY2023-2024

Fund 61: Title V 2023-2024

<u>Balances by Object Code</u>	<u>Original Budget</u>	<u>New Award</u>	<u>Adj Needed</u>
1000 Salaries	23,885.78	27,316.53	3,430.75
2000 Benefits	1,827.04	2,180.26	353.22
3000 Contracted Services		-	-
4000 Internal Services		-	-
5000 Other Charges		-	-
6000 Material & Supplies		-	-
Total Grant Balance	25,712.82	29,496.79	3,783.97

F. BUDGET SUMMARY

		Title V, Part B Budget for 2023-2024 Award: S358B230046 Project Code: APE43481		
		Allocation: 29,496.79		
OBJECT CODE	EXPENDITURE	AMOUNT BUDGETED	FTEs	DOES THE BUDGET SUMMARY MATCH THE DETAILED BUDGET BREAKDOWN?
1000 - Personnel Services	Non Set-Aside	27,316.53		
	Set-Aside			
	Total Personnel Services	27,316.53		Yes
2000 - Employee Benefits	Non Set-Aside	2,160.26		
	Set-Aside			
	Total Employee Benefits	2,160.26		Yes
3000 - Purchased/Contracted Services	Non Set-Aside			
	Set-Aside			
	Total Purchased/Contracted Services	0.00		Yes
4000 - Internal Services	Non Set-Aside			
	Set-Aside			
	Total Internal Services	0.00		Yes
5000 - Other Charges	Non Set-Aside			
	Set-Aside			
	Total Other Charges	0.00		Yes
6000 - Materials and Supplies	Non Set-Aside			
	Set-Aside			
	Total Materials and Supplies	0.00		Yes
8000 - Capital Outlay	Non Set-Aside			
	Set-Aside			
	Total Capital Outlay	0.00		Yes
TOTAL BUDGET		29,496.79		
DOES THE BUDGET SUMMARY MATCH THE TOTAL ALLOCATION?		Yes		Difference

Notes: (1) Object codes 7000 and 9000 are not used in application budgets or in requests for reimbursements for this grant
 (2) Expenses for parental involvement programs should be incorporated into the appropriate object code(s) based on the category of the related charges

The Franklin Experience
 4 Third Thursdays & Food Truck Rodeo
 For 2023

	Third Thursday 6/15/2023	Third Thursday 7/20/2023	Aug Rained Out	Third Thursday 9/21/2023	Food Truck Rodeo 9/30/2023	Total
Sales	3,882.00	1,330.00		1,099.00	1,966.00	8,277.00
Costs	1,459.00	1,136.00		787.00	1,019.00	4,401.00
Profit	2,423.00	194.00	-	312.00	947.00	3,876.00
50 / 50 Split	1,211.50	97.00	-	156.00	473.50	1,938.00

RECEIVED DEC 12 2023

From: Camara Jacobs
To: Rachel Trollinger
Subject: RE: VRSA Grant Approval
Date: Thursday, December 7, 2023 11:43:55 AM
Attachments: [image001.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)

Awesome! Thank you!

Respectfully,

Camara Jacobs, SHRM-CP
Director of Human Resources
Office: (757) 562-8507



City of Franklin [Career Opportunities](#)

From: Rachel Trollinger <rtrollinger@franklinva.com>
Sent: Thursday, December 7, 2023 11:40 AM
To: Camara Jacobs <cjacobs@franklinva.com>
Subject: RE: VRSA Grant Approval

Hi Camara!

I will get the budget amendment on the January 8th meeting!

Thanks a million.

Rachel

From: Camara Jacobs <cjacobs@franklinva.com>
Sent: Thursday, December 7, 2023 11:35 AM
To: Rachel Trollinger <rtrollinger@franklinva.com>
Subject: FW: VRSA Grant Approval

Hi Rachel,

This is the email approval for the \$4,000.00 VRSA Grant to be appropriated to account number 100-4-12220-5850; Misc. – Employee Events.

Thank you!

Respectfully,

Camara Jacobs, SHRM-CP
Director of Human Resources
Office: (757) 562-8507



City of Franklin [Career Opportunities](#)

From: Thomas Bullock <tbullock@vrsa.us>
Sent: Wednesday, December 6, 2023 2:09 PM
To: Camara Jacobs <cjacobs@franklinva.com>
Cc: Amanda C. Jarratt <ajarratt@franklinva.com>
Subject: VRSA Grant Approval

Dear Ms. Jacobs,

This e-mail serves as approval of your Risk Management Grant application to purchase the item(s) listed below in your grant application. Please read the following carefully:

- If you have not already done so, please submit proof of purchase consistent with the options offered in the Risk Management Grant FAQ document, which can be referenced on our website at www.vrsa.us;
- Proof of purchase must arrive by March 5, 2024. If you find that you will have difficulty meeting the deadline, please contact me as soon as possible. Otherwise, any grant funding on hold will be released back to the general grant fund after the deadline; and
- The City's grant cap is \$4,000.

Grant checks are processed approximately 30 days after receipts are received and are mailed to the attention of the grant applicant. VRSA uses Bill.com for grant check processing. Bill.com will send you an email when the check is ready to be issued. No action is required unless you wish to receive the payment electronically (email contains details for electronic payments). Please call me at (804) 237-7365 or e-mail me at tbullock@vrsa.us with any questions. Thank you for allowing us to enhance your risk management program efforts through grant funding.

Regards,

Thomas C Bullock, III

Virginia Risk Sharing Association

Below is a brief summary of the recently submitted Grant Request. View the application on the VRSA website [here](#).

Member Info

Member Name: **City of Franklin**

Member Number: **#196**

Applicant Info

Department requesting funds: **Human Resources Department**

Applicant name: **Camara Jacobs**

Applicant title: **Director of Human Resources**

Applicant email: cjacobs@franklinva.com

Applicant phone: **757-562-8507**

Mailing address:

207 W. 2nd Ave.

2nd Floor, Human Resources

Franklin, VA 23851

Request Details

Provide a brief description of this grant request: **Promoting Emergency Preparedness.**

How will this grant be used to help reduce the probability of claims and enhance your risk management effort? **Occupational safety and health concerns are a priority for the City of Franklin. In order to support a safe workplace, the City of Franklin is requesting grant funding to promote emergency preparedness. Research shows that an organization that has not done the**

proper preparations is left in a vulnerable state. It is our belief that promoting emergency preparedness is vital for this reason. The City of Franklin is focusing on reduction of risk, and being prepared when there is an emergency. Our first goal is to ensure the safety of not only our employees, but residents. To promote this, we would like to provide all City of Franklin Departments with a umbrella bag station and bags to prevent slip hazards within our City buildings. \$635.31 We would like to provide our Department of Public Works with portable neck fans \$474.50. With the increased heat index within the past few years, studies show that wearing a portable neck fan provides a continuous flow of refreshing air, which helps regulate body temperature and provides relief from heat and humidity. In addition to preventing injuries, the City of Franklin believes that both of these products can lower the cost of the workers' compensation premiums. In addition to risk reduction, communication is a major benefit when experiencing an emergency. For this reason, the City of Franklin would like to provide all employees with a power bank to ensure that in the event of an emergency or major power outage, employees may have access to their cellphone. \$1,399.00. We understand that accidents are inevitable. With this in mind, we would like to provide each employee with a 110 piece first aid kit. \$1,574.00. First aid kits are a crucial possession to have. From slight abrasions to severe injuries, these kits can help lessen the possibility of infection and the extent of wounds. Accidents come about without caution, and it is better to be prepared so that such situations do not cause severe injuries or even fatalities. Therefore, the City of Franklin feels that every employee should have a first aid kit. On behalf of the City of Franklin, we would like to thank you for the opportunity to provide our employees with the tools for them to be prepared in case of an emergency.

Coverages: **General Liability, Workers' Compensation**

Requested Items / Services

Total Cost: \$4,082.81

Item / Service #1

Description: **Promoting Emergency Preparedness.**

Estimated Cost: **\$4,082.81**

CAO Info

CAO name: **Amanda Jarratt**

CAO title: **City Manager**

CAO email: ajarratt@franklinva.com

CAO phone: **757-562-8561**

Please send an e-mail to grants@vrsa.us if you have any questions about the grant process. A VRSA representative will respond as soon as possible within the business hours of 8 a.m. to 4:30 p.m. Monday through Friday.

Thank you,

Your VRSA Service Team

www.vrsa.us

800-963-6800



Follow VRSA on:    

Thomas Bullock, ARM-E

Director of Education and Training

800-963-6800 (Toll Free)

804-237-7365 (Direct)

804-273-0560 (Fax)

www.vrsa.us



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

The Honorable Jackson H. Miller
Director

Tracy Louise Winn Banks, Esq.
Chief Deputy Director

Washington Building
1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
www.dcjs.virginia.gov

December 11, 2023

Amanda Jarratt
City Manager
207 West Second Avenue
Franklin, Virginia 23851

RE: Local Law Enforcement ("LOLE") Grant Program - FFY 23

Dear Amanda Jarratt:

The Byrne Justice Assistance Grant Program (JAG) makes federal funds available to localities to help support their efforts to reduce crime and improve public safety. The Virginia Department of Criminal Justice Services has been designated to administer a portion of the JAG funds reserved for Virginia and to make those funds available to local units of government. I am pleased to advise you that we are awarding your locality **\$7,056**, funded through federal grant **15PBJA-23-GG-03038-MUMU**. Your DCJS grant award number will be determined once your eligibility application is submitted and approved. The project period for this program is **1/1/2024** through **7/31/2024**.

To indicate your acceptance of the award and conditions:

- 1. Sign the Statement of Grant Award/Acceptance ("SOGA") and return it electronically within the next 45 days to grantsmgmt@dcjs.virginia.gov copying your Grant Monitor, Nicole Phelps at Nicole.Phelps@dcjs.virginia.gov.**
- 2. Localities wishing to accept the LOLE funds allocated for their jurisdiction will need to complete an "eligibility application" on DJCS's On-line Grant Management System ("OGMS") to ensure eligibility.** The eligibility application process will be open until **February 28, 2024**. To receive funds, localities must complete the eligibility application process through the DCJS On-line Grants Management System ("OGMS") no later than **5:00 pm on February 28, 2024**. Please note that although OGMS uses the words "application" throughout the system, this is not an application but an eligibility process. This is a six (6) month grant and there will be no continuation.
- 3. Your agency will need to fill out all the requested information in the OGMS eligibility application to include the budget and brief budget narrative outlining how your agency will utilize the awarded federal funds (additional information on the LOLE grant program and how to complete the OGMS eligibility application is provided with this award package).**

Amanda Jarratt
December 11, 2023

Included with this letter is your Statement of Grant Award/Acceptance (SOGA), FY24 Special Conditions, Reporting Requirements, and Projected Due Dates. Please review your Special Conditions carefully as they include specific requirements about how your grant funds must be managed. DCJS is mandated to comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/SAM/>. Therefore, you must maintain a valid Unique Entity ID (UEI) number (a 12-character alphanumeric ID assigned to an entity by SAM.gov used for identifying and keeping track of entities receiving federal funds) and be registered in SAM.gov to receive an award.

If you have not previously done so, you must register in our new On-line Grants Management System (OGMS) at <https://ogms.dcjs.virginia.gov/> in order to manage this grant online. The instructions on *Registering for a New Account* are posted here <https://www.dcjs.virginia.gov/grants/ogms-training-resources> along with other resources and training videos. All registrants will be approved within 3 – 5 business days.

We will be happy to assist you in any way we can to assure your project's success. If you have any questions regarding this award, please contact your Grant Monitor, **Nicole Phelps**, at **(804) 263-3388** or via email at **Nicole.Phelps@dcjs.virginia.gov**.

Sincerely,



Jackson Miller

Enclosures

STATEMENT OF GRANT AWARD (SOGA)

Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

Local Law Enforcement ("LOLE") Grant Program - FFY 23		
Subgrantee:	Franklin	
DCJS Grant Number: TBD	UEI #: NK31BMT505K9	
Grant Start Date: 1/1/2024	Grant End Date: 7/31/2024	
Federal Grant Number:	15PBJA-23-GG-03038-MUMU	
Federal Awardee:	BJA	
Federal Catalog Number:	16.738	
Project Description:	To strengthen Crime Control	
Federal Start Date:	10/1/2022	
Federal Funds:	\$7,056	
State General Funds:		
State Special Funds:		
Local Match:	_____	
Total Budget:	\$7,056	Indirect Cost Rate: _____% *If applicable
Project Director	Project Administrator	Finance Officer
Scott Halverson Sergeant Special Operations 1018 Pretlow Street Franklin, Virginia 23851 757-562-8684 shalverson@franklinpolice.org	Amanda Jarratt City Manager 207 West Second Avenue Franklin, Virginia 23851 757-562-8508 ajarratt@franklinva.com	Rachel Trollinger Finance Director 207 West Second Avenue Franklin, Virginia 23851 757-562-8508 rtrollinger@franklinva.com

***If not indicated above, please provide your locality's Unique Entity Identifier (UEI #) in the space provided. This number replaces your DUNS number. As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and Special Conditions attached thereto, hereby accepts this grant and agrees to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award.**

Signature: _____
Authorized Official (Project Administrator)

Title: _____

Date: _____

UEI #: _____



*Office of the City Manager
Amanda C. Jarratt*

January 4, 2024

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Post Issuance Compliance Policies

Background Information

The City of Franklin currently has a number of financial policies associated with internal controls and the maintenance of the unassigned fund balance. During our most recent bond issuance it was brought to our attention that we did not have formal adopted post issuance compliance policies. Bond Counsel in consultation with Davenport our financial advisors drafted the attached policies to assign specific points of contact to ensure post issuance compliance.

Needed Action

Adopt the post issuance compliance policies as presented.

City of Franklin, Virginia - Post-Issuance Compliance Policy and Procedures For Tax Exempt Obligations

The following procedures are designed to assure post-issuance compliance with IRS regulations and continuing disclosure obligations related to bonds and other obligations issued by the City of Franklin, Virginia (**the “City”**) or on behalf of the City by other entities, specifically the Industrial Development Authority of the City of Franklin, Virginia (**the “IDA”**). We summarize the major obligations/recommendations on this first page – the remainder of the policy provides additional detail on these bullet items.

CONTINUING DISCLOSURE

- Designate a City official (usually Finance Director) as the responsible party for EMMA (emma.msrb.org) filings;
- Include “Monitoring continuing disclosure obligations and making related filings with EMMA” in that person’s official job description;
- Annually (by January 26 of the following fiscal year recommended) file CAFR and other required annual information with EMMA;
- File event notices with EMMA for substantial financial events (ratings upgrades/downgrades, defaults);
- File event notices for new financial obligations (please note - these include bank financings and many lease financings, not just new public offerings);

IRS / TAX REGULATIONS

- Maintain spreadsheet and requisitions / invoices for project expenditures;
- Monitor investment earnings of bond proceeds for rebate analysis (VA SNAP does this automatically) including compliance with any applicable exceptions from the arbitrage rebate requirements during each 6-month spending period (6 months, 18 months or 24 months), as applicable, following the issue date of the bonds;
- If necessary, engage a rebate service provider to assist in the calculation of arbitrage rebate payable in respect of the investment of bond proceeds;
- Track City/school properties financed with or securing tax-exempt bonds and discuss with bond counsel if there is any proposed substantial change in use of those properties – including sale or leasing of such properties or arrangements where private entities have substantial control over such properties;
- If any tax restrictions regarding use of bond proceeds and bond-financed assets could be or have been violated, consult promptly with bond counsel and advisers to determine a course of action to prevent the violation or remediate the affected bonds, as appropriate, if counsel advises that remedial action is necessary.

The City should maintain a file, which may include electronic records (**the “File”**) for each issue of tax-exempt bonds, notes or similar obligations including installment or lease financing agreements (**“Obligations”**). This File should be updated annually (in a cumulative fashion without deleting information from previous years) and information retained in such File until at least three years after the Obligations, and any refunding Obligations, are paid in full.

We recommend the governing body adopt a resolution approving these policies in connection with any Obligations issued by the City, however, it is not required. Official adoption of these policies may benefit the City in the case of an IRS examination or other official action that might arise in connection with the tax-exempt status of any Obligations, but it will not necessarily be dispositive in such an event. A form of resolution approving these policies is attached as **Exhibit A**.

CONTINUING DISCLOSURE

Whenever the City, the IDA, or a related authority (regional jail authority, water and sewer authority, etc.) undertakes a public offering of its bonds, the issuer and any “obligated parties” will be required by the underwriters for such offering to sign a continuing disclosure agreement (“**CDA**”). This agreement obligates the City to make annual disclosure filings (usually the CAFR, plus some supplemental information) and event filings for certain financially relevant events. A copy of the most recent continuing disclosure agreement signed by the City is attached as **Exhibit B**. A listing of the public deals where the City has a continuing disclosure obligation is attached as **Exhibit C**. We would recommend keeping that list up to date annually as new obligations are undertaken and old ones go away as bond issues mature or are redeemed. Please include regional entities where the City may be an obligated party as well – this most often comes up with regional jail authorities. The list also includes an additional table for other/more limited disclosure obligations. The Virginia Resources Authority / Virginia Public School Authority and other state/federal entities may have loan programs that have their own disclosure obligations that are separate from CDA obligations.

The City should designate an official with the responsibility for making continuing disclosure filings. The Finance Director is typically the official charged with such responsibility. This task should be included in the official job description so that it is not forgotten when new people step into that role.

The City should also request its auditor to include continuing disclosure filings (both annual and event filings described below) in its audit checklist as part of its review in connection with each annual financial report.

ANNUAL FILING

Under the most recent CDA, the City’s annual filing is due within 270 days of the end of the fiscal year, but some older continuing disclosure agreements require filing within 210 days rather than 270. Please upload the annual filing with EMMA by January 26 of each year for the preceding calendar year. A January 26 filing deadline ensures that it is not late under either deadline. The annual filing should include the City’s CAFR, plus updates to certain supplemental financial information that was included in the official statement. This information will be set out more specifically in the CDA. In general, if the information can be found in the CAFR, it does not need to be re-created or re-filed for the annual filing. We do recommend reviewing and updating the supplemental schedules in the CAFR to include the supplemental information required under the CDA. That way a single filing of the CAFR will satisfy the annual filing requirement.

EVENT NOTICES

Each CDA lists a number of financial events that are required to be disclosed. These listed events are dictated by SEC Rule 15c2-12; they may change as those regulations change. The current listed items are found in the CDA in **Exhibit B**. Most of them are only triggered if there is a default on the bonds, loss of tax-exempt status or some other substantive default on the Obligations. If the Obligations are refunded or defeased, notice of this must also be filed, but this is typically done as a matter of course in the refunding process.

There are two categories of events that the City should be aware of, however – rating changes and the incurrence of financial obligations. Ratings changes (positive or negative) must be followed by notice on EMMA by the City. Generally, the time frame is whatever is “reasonable” – our general recommendation is within 10 business days of formal notification of the ratings change. Most frequently this is an issue when the City gets an upgrade – the City may not realize at first that notice must be given to EMMA. If the filing is late, it is our recommendation to simply make the notice as quickly as you can – there is no real penalty or procedure for remedial action. Underwriters in future financings might require some additional disclosure or due diligence related to the late notice, but unless the City has specifically agreed to an SEC enforcement procedure, there are no other penalties. The City’s financial advisor generally monitors ratings activity and will notify the City if a change happens or if one or more rating agencies indicate that a change could happen.

The other category of event notices the City will want to monitor is new “financial obligations.” This is a new category of event notification that has only been in effect for the last year or so. Whenever the City undertakes a new financial obligation that isn’t a publicly offered bond deal, the City must file a notice with EMMA describing in basic terms the features of that obligation. A “financial obligation” would typically include City or IDA bonds or similar lease financing obligations that are privately placed with banks or issued through state-level entities like the Virginia Resources Authority or the Virginia Public School Authority. The notice should describe the basic terms of the financing (amortization, security, significant covenants), but does not need to include all of the documents for that financing. Bond counsel can usually provide a summary appropriate for EMMA filing. Again, the recommended “reasonable” timeframe for making such filing is within 10 business days of closing on the financial obligation.

IRS / TAX REGULATIONS – POST ISSUANCE COMPLIANCE POLICIES

In connection with the issuance of any tax-exempt Obligations, the City will execute a non-arbitrage and tax compliance certificate (**the “Tax Certificate”**) that describes the requirements and provision of the Internal Revenue Code of 1986, as amended (**the “Code”**) that must be followed in order to maintain the tax-exempt status of interest on such Obligations. In addition, the Tax Certificate will contain the reasonable expectations of the City at the time of issuance of the related Obligations with respect to the use of the gross proceeds of such Obligations and the assets to be financed or refinanced with the proceeds thereof. These Procedures supplement and support the covenants and representations made by the City in the Tax Certificate related to specific issues of tax-exempt Obligations. In order to comply with the covenants and

representations set forth in the bond documents and in the Tax Certificate, the City must track and monitor the actual use of the proceeds of the related series of Obligations, the investment and expenditure of the bond proceeds and the assets financed or refinanced with the proceeds of such Obligations over the life of the related Obligations.

DESIGNATION OF RESPONSIBLE PERSON

The City's Finance Officer shall maintain the File describing Obligations and assets financed, including pertinent data to satisfy the City's monitoring responsibilities. Any transfer, sale or other disposition of bond-financed assets must be reviewed and approved by the City Manager.

EXTERNAL ADVISORS/DOCUMENTATION

The City shall consult with bond counsel and other legal counsel and advisors, as needed, throughout the bond issuance process to identify requirements and to establish procedures necessary or appropriate so that the Obligations will continue to qualify for tax-exempt status. The City should also consult with bond counsel and other legal counsel and advisors, as needed, following issuance of the Obligations to ensure that all applicable post-issuance requirements in fact are met. This shall include, without limitation, consultation in connection with future contracts with respect to the use of bond-financed or refinanced assets.

The City will engage expert advisors (a **“Rebate Service Provider”**) to assist in the calculation of arbitrage rebate payable in respect of the investment of bond proceeds, unless the Tax Certificate documents that arbitrage rebate will not be applicable to an issue of Obligations. This typically does not need to be done until approximately 5 years after the Obligation is issued.

INFORMATION TO BE RETAINED

Records, including transcript documents related to the Obligations, should be kept at least for the life of the original Obligations and any refunding Obligations, plus three years. The City's Finance Officer shall request and receive copies of records from any escrow agent, paying agent, trustee or financial advisor, as applicable. Records shall be kept in paper form or electronic form, or both, as feasible.

The following categories of information should be retained in the File:

USE OF PROJECT

City records should confirm that all Obligation-financed facilities are owned by the City or other state or local government entity. Describe all leases, conveyances, easements, management contracts or other agreements entered into or proposed subsequent to bond closing with respect to land or facilities financed with bond proceeds. Any agreement that gives a non-governmental user any right or “special legal entitlement” to use or control the use of bond-financed facilities could result in the loss of tax-exempt status for the Obligations and should be described here. Additionally, the City should retain records relating to private payments or

security provided in relation to Obligation-financed facilities. If there are significant payments from private entities in relation to Obligation-financed facilities, such payments could affect the tax-exempt status of such Obligations. Please consult with bond counsel if there are questions.

INVESTMENT OF BOND PROCEEDS

City records should include information regarding investments in each fund and investment earnings for each fund. Information should include, as applicable: (i) the purchase date; (ii) the purchase price; (iii) the accrued interest due on the purchase date; (iv) the face amount; (v) the interest payment dates; (vi) the coupon rate; (vii) the maturity, sale or disposition date; (viii) the amount received at maturity or the sale or disposition price; and (ix) the accrued interest due on the sale or disposition date.

If applicable, describe all investment contracts (guaranteed investment contracts (“GICs”), swaps, caps) with respect to bond proceeds including: Copy of GIC or other agreement, amount actually paid by the City and any administrative costs paid by the City, for each bid, the name of the person and entity submitting the bid, the time and date of bid and bid results and copy of the bid solicitation form (if the terms of the GIC deviated from the bid solicitation, an explanation of the deviation). Also, the File should include records for investment of bond proceeds related to GICs, bond insurance contracts or financial derivatives (if applicable).

EXPENDITURE OF BOND PROCEEDS

City records should include information regarding the use of bond proceeds, including any requisitions and/or invoices related to such expenditures. Such records should be adequately detailed to identify the projects or facilities for which such expenditures were made and dates on which such costs were incurred and paid.

YIELD / REBATE ON BOND FUNDS

Yield Restriction Requirements on Project Funds - Examine Tax Certificate or agreement and note when temporary period for investment of bond proceeds without yield restriction expires (typically 3 years). Consult with applicable financial institution and bond counsel two months prior to deadline to insure yield restriction, if any required, is put in place.

Exceptions to rebate requirements - Indicate whether Tax Certificate or agreement provides for:

- a. Small issuer exception to rebate requirement (\$5 million), or
- b. Spending exceptions to rebate requirements (6 month exception, 18 month exception or 2 year construction exception). If a spending exception applies, document expenditure of proceeds accordingly.

Identify Rebate Service Provider engaged to calculate any rebate liability and show any rebate liability if calculated. Rebate liability must be calculated at 5 year intervals at a minimum.

VA SNAP will generally provide rebate calculation as part of their basic services. Other funds should have a Rebate Service Provider perform a calculation every 5 years.

Records should confirm filing of IRS Form 8038T and payment of rebate liability (if any) or indicate that filing/payment is not required. Records should include any correspondence or documentation related to computation of bond yield, rebate and yield reduction payments, Form 8038-T, Form 8038-R any other applicable Form 8038 series returns.

REISSUANCE

Describe any amendments to the Obligations or related documents, or amendments to any agreements entered into affecting the use of proceeds or repayment of the Obligations or the security for the Obligations. Consult with bond counsel to determine if any proposed amendments could result in a reissuance under tax regulations.

ADDITIONAL RECORDS

Copies of the following shall be kept (if applicable): a. Audited financial statements; b. any election of accounting methodology (these usually are not made); c. appraisals or feasibility studies for financed property; d. documents related to government grants associated with the financed project; e. publications, brochures and newspaper articles for the bond financing (if any exist); f. correspondence, including e-mails, related to financings; and g. reports of any prior IRS examinations of the City or any of its tax-exempt financings.

CORRECTION OF VIOLATIONS

The City should regularly review the use of the proceeds of the Obligations to ensure timely identification of any violations of the federal tax requirements for interest under the Obligations to be excluded from gross income for federal tax purposes. In the event such violations are discovered, the City will consult with bond counsel to correct such violations through the use of remedial actions described in Section 1.141-12 of the Treasury Regulations or through the Tax-Exempt Bonds Voluntary Closing Agreement Program (“**VCAP**”) described under Notice 2008-31. In general, for the same tax violation, an issuer will receive more favorable resolution terms under VCAP than if discovered during an IRS examination of the Bonds. The IRS has further provided that issuers that have implemented written procedures such as this Compliance Policy will receive even more favorable treatment under VCAP than if such procedures were not in place. A copy of the IRS VCAP procedures can be found on the IRS website (<https://www.irs.gov/tax-exempt-bonds/teb-voluntary-closing-agreement-program>).

EXHIBIT A

FORM OF RESOLUTION APPROVING POST-ISSUANCE COMPLIANCE POLICY

EXHIBIT B

FORM OF CONTINUING DISCLOSURE AGREEMENT

EXHIBIT C

LIST OF CONTINUING DISCLOSURE OBLIGATIONS

<u>Issue</u>	<u>Issue Date</u>	<u>Final Maturity Date</u>	<u>Filing Deadline</u>
General Obligation Refunding Bonds, Taxable Series 2019	December 20, 2019	January 15, 2039	March 26
General Obligation Bonds, Series 2021A	June 30, 2021	January 15, 2046	March 26
General Obligation Refunding Bonds, Taxable Series 2021B	June 30, 2021	January 15, 2039	March 26
General Obligation Bonds, Series 2023	December 19, 2023	January 15, 2052	March 26

Other Disclosure Obligations

None.



*Office of the City Manager
Amanda C. Jarratt*

January 2, 2024

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Franklin City Public Schools Ward 6 Public Hearing

Background Information

Jerry McCreary tendered his resignation as the Ward 6 representative on the Franklin City School Board. The current term for this position expires on June 30, 2024. Any individuals considered for the Franklin City School Board must be nominated at a public hearing conducted by City Council. This public hearing was properly noticed in the Tidewater News.

Needed Action

Conduct the public hearing and provide direction to staff on scheduling interviews.



*Office of the City Manager
Amanda C. Jarratt*

January 2, 2024

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Laurel Street Community Development Block Grant Project Scope Change Public Hearing

Background Information

The Laurel Street Community Development Block Grant scope currently includes two phases to facilitate constructability. Phase I includes the rehabilitation of 5 owner-occupied homes and 10 tenant-occupied homes and improvements to the sanitary sewer and pedestrian systems in the neighborhood, and Phase II includes additional housing rehabilitation, additional sewer improvements, also including stormwater drainage street, and pedestrian upgrades.

Currently one owner occupied home is currently under construction and a contract was just executed for a second owner occupied home. We are approaching the final steps of contract execution for two additional homes. However, the entirety of the project was supposed to be completed in May of 2024. Due to a variety of issues we are unable to meet those times frames.

In order to retain the funding for the residential dwellings DHCD has requested we amend the scope of the project to remove the infrastructure components at this time. We may be able to reapply as we show performance on the residential side. All fifteen homes must be fully renovated by December of 2024. We are at this time on track to complete this task.

Needed Action

Conduct the public hearing so that the necessary documentation can be sent to the Department of Housing and Community Development per their request to retain a portion of the Phase 1 funding.



*Office of the City Manager
Amanda C. Jarratt*

January 4, 2024

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

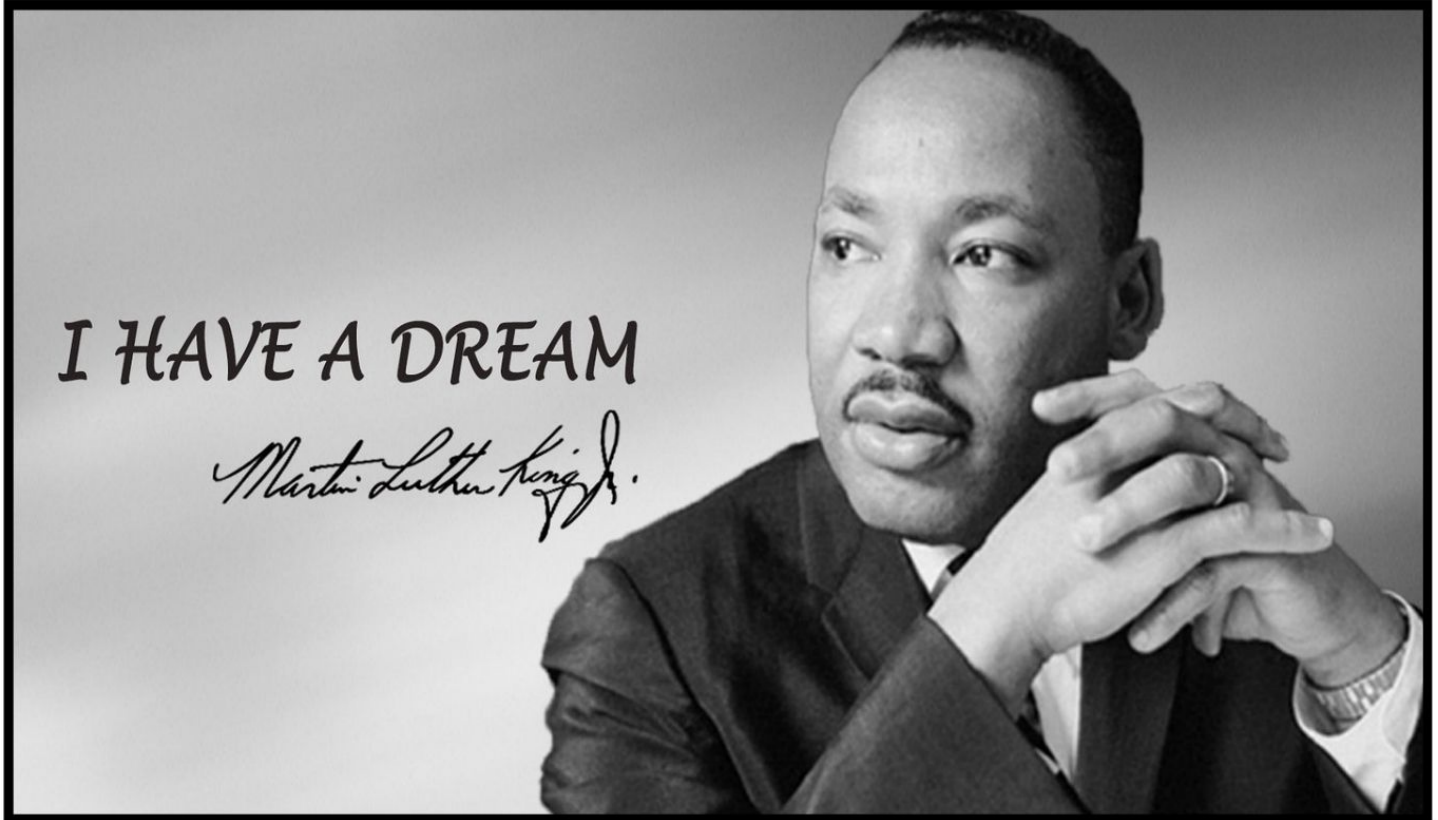
Reference: City Manager's Report

General Updates

- Staff continues to work on the various capital projects approved by City Council.
 - Kimley Horne has been hired to navigate the HUD Grant process as mentioned in the previous City Council meeting. Our preliminary HUD package has been submitted to HUD and has been referred to final review. HBA has been procured as the architect and the kick off meeting was held on January 3, 2024. Survey work is almost complete. Conceptual design is underway.
 - The staff committee for the courthouse renovation project will consist of Chief Steve Patterson, Chad Edwards, and Lin Darden. The judges, Clerk of Court, and Sherriff's Department in addition to other stakeholders will be consulted throughout the design process. Final conceptual plans are complete and architectural plans will be under development soon.
 - The staff committee met regarding Riverwalk Park.
 - The kayak design is underway. Survey is complete for the kayak launch additional area. We will incorporate this into the site plans.
 - Kayak launch design underway.
 - Flood study (no-rise study) underway. Not all bridge crossings requested from City are available. Awaiting completion of kayak launch to update.
 - At the moment we're currently awaiting the final site plan and kayak launch design before we can move forward with the Joint Permit Application for the VMRC and Corps permits. Once we have the final design in hand, we can prepare the required impacts mapping and update details relating to the VMRC component of the application. It should take us around 2 weeks to finalize the application after the plans are received.
- Staff continues to work with DHCD and Kimely Horn on the Laurel Street CDBG Grant. Client intake and income verifications have begun and contracts are about to be issued. There may be a funding shortage so the Management Team is investigating other sources of funds potentially including HOME Funds. The public hearing regarding the change of scope was scheduled for this evening.
- Staff continues to meet with regional partners to discuss next steps on the regional radio system as well as violence and crime prevention.
- Three responses were received for the Franklin Southampton radio project and they are currently under review by the review team. Interviews of those firms are being scheduled for the first week in January.
- Staff continues to work with Court Services and our other locality partners for both short and long term solutions to the juvenile detention situation. An RFP to procure an architect to design a potential expansion of Western Tidewater Regional Jail. Mosley Architects has been selected to assist the Western Tidewater Jail Board to conduct the necessary feasibility study. A kick off meeting with Mosely was held on November 20th.

- The Literary Loan process continues with Franklin City Public Schools. The contactor is working on the project and the first draw of funds is underway. A second application was considered earlier on the agenda.
- The Great American Cleanup is scheduled for March 23rd and 24th in Hampton Roads. Each year over 1,000 volunteers team up to clean up Hampton Roads for the regional two-day event. Volunteers from military commands, local businesses and non-profits join forces with private citizens across Hampton Roads to rid the land and water of litter, tend community gardens and improve public parks. Since 2019, volunteers have cleared more than 196 tons of litter from our environment. Staff would like to organize and register the City of Franklin for the Great American Cleanup.
- City Council held a retreat on March 2nd. The following topics were discussed and will be worked on by staff:
 - Food Trucks
 - Two food trucks have received final approval.
 - Increased Code Enforcement
 - Staff is working on a demolition plan for the posted unsafe structures. We are putting a plan in place to prepare for high grass season. We are working with legal to draft updated ordinances for parking and vehicles.
 - Communication with Franklin City Public Schools
 - We held a joint meeting with Franklin City Public Schools on March 30th. Additional meetings are being scheduled to maintain communication.
 - Increased focus and investment in Public Safety
 - Additional positions are included in the FY 24 budget. The updated radio system project is moving to Phase 2.
 - Historic District
 - Staff is reviewing the ordinance that is in place and providing a list of the individuals that need to be appointed. Staff is waiting on appointments from Franklin City Council.
 - Special Tax Districts
 - Under discussion and research ongoing.
 - Camp Community College Partnerships
 - Under discussion.
 - Improved Communication with the Public through various means
 - A review of the PEG Channel and necessary equipment purchases are underway. Staff is working to update City Clips. Staff is researching other best practices. An Instagram page has been created.

City of Franklin Offices
will be closed on
Monday, January 15, 2024,
in observance of
Martin Luther King, Jr. Day



MARTIN LUTHER KING, JR. HOLIDAY TRASH PICKUP

CITY OF FRANKLIN OFFICES WILL BE CLOSED
MONDAY, JANUARY 15, 2024

MONDAY'S TRASH ROUTE WILL BE PICKED UP ON TUESDAY,
JANUARY 16, 2024 ALONG WITH TUESDAY'S ROUTE.





CITY OF FRANKLIN QUARTERLY AMNESTY COLLECTION SCHEDULE FOR 2024

FIRST QUARTER: FEBRUARY 5, 2024 THROUGH FEBRUARY 9, 2024

SECOND QUARTER: MAY 13, 2024 THROUGH MAY 17, 2024

THIRD QUARTER: AUGUST 12, 2024 THROUGH AUGUST 16, 2024

FOURTH QUARTER: OCTOBER 28 2024 THROUGH NOVEMBER 1, 2024

***ONLY ON YOUR REGULAR TRASH DAY**

OUR CITY COUNCIL IS COMMITTED TO MAKING OUR CITY A CLEAN AND INVITING PLACE TO LIVE. OUR HOPE IS THAT INCREASING THE OPPORTUNITY OF AMNESTY COLLECTIONS FOR OUR CITIZENS WE CAN ALL WORK TOGETHER TO KEEP OUR CITY CLEAN AND BEAUTIFUL. THANK YOU FOR YOUR HELP WITH THIS AND IF YOU HAVE ANY QUESTIONS CONCERNING THESE COLLECTION SCHEDULES PLEASE CALL THE PUBLIC WORKS DEPARTMENT AT 757-562-8564.

FRANKLIN CITY MANAGER, AMANDA C. JARRATT

** City of Franklin resident owners and tenants only.*